Education and Culture DG

'Youth in Action' Programme

EUROPEAN COMMISSION

Youth in Action Programme Guide

(Valid as of 1 January 2008)

Youth

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ABBREVIATIONS

- **APV**: Advance Planning Visit
- **CO**: Coordinating Organisation
- **CoE**: Council of Europe
- **DG**: Directorate General
- **DG EAC**: Directorate General for Education and Culture
- **EACEA**: Educational, Audiovisual & Culture Executive Agency
- **EC**: European Commission
- **EI**: Expression of Interest
- **EECA**: Eastern Europe and Caucasus
- **ENGO**: Body active at European level in the youth field
- **EP**: European Parliament
- **EU**: European Union
- **EVS**: European Voluntary Service
- **FR**: Financial Regulation
- **HO**: Host Organisation
- **MEDA**: Mediterranean Partner Countries
- **NA**: National Agency
- **OMC**: Open Method of Coordination
- **RC**: Resource Centre
- **SALTO**: Support, Advanced Learning and Training Opportunities
- **SEE**: South East Europe
- **SO**: Sending Organisation
- **TCP**: Training and Cooperation Plan
- **YiA**: Youth in Action Programme

INTRODUCTION

Youth in Action is the Programme the European Union has set up for young people. It aims to inspire a sense of active European citizenship, solidarity and tolerance among young Europeans and to involve them in shaping the Union's future. It promotes mobility within and beyond the EU's borders, non-formal learning and intercultural dialogue, and encourages the inclusion of all young people, regardless of their educational, social and cultural background: Youth in Action is a Programme for all!

Every year, thousands of projects are submitted by *promoters* in order to get financial support from the Programme; a selection process aims at granting the best projects.

Depending on the Programme Action, this selection process is initiated in one of the following ways:

- for most Actions, this Guide acts as a permanent call for proposals
- for some Actions, specific calls for proposals are published; these Actions are simply mentioned in this Programme Guide.

This Guide is a tool for anybody who would like to participate in the Youth in Action Programme, be they 'participants' - the young people and youth workers - or '*promoters*' - those who represent the participants and submit the applications (grant requests).

While we have endeavoured to ensure that this Programme Guide is as complete as possible, please note that you can also receive help from various other sources; these are also mentioned in the Guide itself.

How to read the Programme Guide

The Programme Guide has three parts:

- Part A is an introduction to the Programme and its general objectives. It also indicates which countries participate in the Programme and specifies the priorities and the main features which are relevant to all supported activities. This section is addressed to those who wish to have an overview of the Programme in its entirety.

- Part B gives information on the different Actions and sub-Actions of the Programme that are covered by this Guide. This section is mainly addressed to those who are interested to knowing in detail which are the concrete typologies of projects supported by the Programme.

- Part C gives detailed information on application procedures and deadlines, selection modalities, financial and legal provisions. This section is addressed to all those who intend to submit a *project proposal* under the framework of the Youth in Action Programme.

Furthermore, this Guide includes the following Annexes:

- Annex 1: Glossary of key-terms. These key-terms will be displayed in *italic* character throughout this Guide
- Annex 2: Contact details of the structures and partners of the Youth in Action Programme
- Annex 3: Useful references

PART A - GENERAL INFORMATION ABOUT YOUTH IN ACTION PROGRAMME

By Decision N° 1719/2006/EC of 15 November 2006[1], the European Parliament and the Council adopted the Youth in Action Programme for the period 2007 to 2013 which put into place the legal framework to support non-formal learning activities for young people.

The Youth in Action Programme aims to respond at European level to the needs of young people from adolescence to adulthood. It makes an important contribution to the acquisition of competences and is therefore a key instrument in providing young people with opportunities for non-formal and informal learning with a European dimension. It contributes to the fulfilment of the aims set out in the revised Lisbon Strategy[2] and the *European Youth Pact*[3]. As an important instrument in reinforcing active citizenship, it also supports the Framework of European Cooperation in the youth field[4] and the Commission's Plan D for Democracy, dialogue and debate[5].

The Youth in Action Programme builds on the experience of the previous Youth for Europe Programme (l989-1999), the European Voluntary Service (1996-1999) and the YOUTH Programme (2000-2006). It has been adopted after wide consultation with the different stakeholders in the youth field. An interim evaluation of the YOUTH Programme was carried out in 2003, receiving input from a wide variety of specialists, stakeholders and individuals involved in the Programme. An *ex ante* evaluation was also used in putting together the Youth in Action Programme.

The implementation of the present Programme Guide (and of the additional specific calls for proposals) of the Youth in Action Programme is subject to the following conditions:

- adoption by the Commission of the annual work plan for the implementation of the Youth in Action Programme, after its referral to the Programme Committee
- adoption by the European Parliament and the Council of the necessary appropriations for Youth in Action within the framework of the annual budget of the European Union.

[1] OJ L 327 of 24 November 2006, pp.30-44.
[2] Working together for growth and jobs. A new start for the Lisbon Strategy, COM (2005) 24 of 2 February 2005.
[3] Annex 1 of Presidency Conclusions of the European Council, Brussels, 22 and 23 March 2005.
[4] Council Resolution (2002/C 168/02) of 27 June 2002 regarding the framework of European cooperation in the youth field, OJ C 168 of 13/7/2002, pp. 2-5.
[5] COM (2005) 494 final of 13 October 2005.

1. What are the objectives, the priorities and the important features of the Youth in Action Programme?

Objectives

The general objectives stated in the legal basis of the Youth in Action Programme are to:

- promote young people's active citizenship in general and their European citizenship in particular
- develop solidarity and promote tolerance among young people, in particular in order to foster social cohesion in the European Union
- foster mutual understanding between young people in different countries
- contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field
- promote European cooperation in the youth field.

Priorities

These general objectives shall be implemented at project level, taking into consideration permanent priorities and annual priorities.

Permanent priorities

European citizenship

Making young people aware that they are European citizens is a priority of the Youth in Action Programme. The objective is to encourage young people to reflect on European topics and to involve them in the discussion on the construction and the future of the European Union. On this basis, projects should have a strong 'European dimension' and stimulate reflection on the emerging European society and its values.

European dimension is a broad conceptual term. To reflect this, a Youth in Action project should offer young people the opportunity to identify common values with other young people from different countries in spite of their cultural differences.

Projects should also stimulate young people to reflect on the essential characteristics of European society and, above all, encourage them to play an active role in their communities. To feel European, young people must become aware of the fact that they play a role in the construction of the current and future Europe. Therefore, a project with a European dimension should not only 'discover' Europe, but also - and most importantly - aim to build it.

Participation of young people

A main priority of the Youth in Action Programme is the active participation of young people in their daily life. The overall aim is to encourage young people to be active citizens. Participation takes the following dimensions, as laid down in the Council Resolution on the common objectives for participation by and information for young people[6]:

- to increase the participation by young people in the civic life of their community
- to increase participation by young people in the system of representative democracy
- to provide greater support for various forms of learning to participate.

Projects funded under the Youth in Action Programme should reflect these three dimensions by using participatory approaches as a pedagogical principle for project implementation.

The following points highlight key principles of participatory approaches in youth in Action projects:

- offering space for inter-action of participants, avoid passive listening
- respect for individual knowledge and skills
- ensuring influence over project decisions, not simply involvement
- participation is a learning process as much as an outcome
- an approach and attitude rather than a specific set of technical skills.

[6] Council Resolution (2003/C 295/04) of 25 November 2003, OJ C 295 of 5.12.2003, pp. 6-8.

Participatory approaches emphasise behavioural principles. These include:

- reversing the traditional roles of outside 'experts' (a reversal of learning - from extracting to empowering)
- facilitating young people to undertake their own analysis (handing over the stick)
- self-critical awareness by facilitators
- the sharing of ideas and information.

Participatory techniques are not just tools. The participatory approach is also a state of mind, an attitude.

In a broad sense, this priority should be seen as a key method which will enable young people to take an active part in any Youth in Action project at all stages of its development. In other words, young people should be consulted and be part of the decision making process that may affect their projects.

Moreover, the Youth in Action Programme encourage young people to get involved in projects that have a positive *impact* for the community in general.

Cultural diversity

The respect for cultural diversity together with the fight against racism and xenophobia are priorities of the Youth in Action Programme. By facilitating joint activities of young people from different cultural, ethnic and religious backgrounds, the Programme aims to develop the intercultural learning of young people.

As far as the development and implementation of projects are concerned, this means that young people participating in a project should become aware of its intercultural dimension. The project should stimulate awareness and reflection on the differences in values. Young people should be supported to respectfully and sensitively challenge viewpoints that perpetuate inequality or discrimination. Furthermore, intercultural working methods should be used to enable project participants to participate on an equal basis.

Inclusion of young people with fewer opportunities

An important priority for the European Union is to give access to all young people, including young people with fewer opportunities, to the Youth in Action Programme.

Young people with fewer opportunities are young people that are at a disadvantage compared to their peers because they face one or more of the situations and obstacles mentioned in the non-exhaustive list below. In certain contexts, these situations or obstacles prevent young people from having effective access to formal and non-formal education, trans-national mobility and participation, active citizenship, empowerment and inclusion in society at large.

- Social obstacles: young people facing discrimination because of gender, ethnicity, religion, sexual orientation, disability, etc.; young people with limited social skills or anti-social or risky sexual behaviours; young people in a precarious situation; (ex-)offenders, (ex-)drug or alcohol abusers; young and/or single parents; orphans; young people from broken families.

- Economic obstacles: young people with a low standard of living, low income, dependence on social welfare system; in long-term unemployment or poverty; young people who are homeless, young people in debt or with financial problems.

- Disability: young people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities.

- Educational difficulties: young people with learning difficulties; early school-leavers and school dropouts; lower qualified persons; young people with poor school performance.

- Cultural differences: young immigrants or refugees or descendants from immigrant or refugee families; young people belonging to a national or ethnic minority; young people with linguistic adaptation and cultural inclusion problems.

- Health problems: young people with chronic health problems, severe illnesses or psychiatric conditions; young people with mental health problems.

- Geographical obstacles: young people from remote or rural areas; young people living on small islands or peripheral regions; young people from urban problem zones; young people from less serviced areas (limited public transport, poor facilities, abandoned villages).

Youth groups and organisations should take appropriate measures to avoid exclusion of specific target groups. However, it is possible that young people confronted by one specific situation or obstacle face a disadvantage compared to their peers in one country or region, but not in another one.

The Youth in Action Programme is a Programme for all, and efforts should be made to include young people with special needs.

Beyond accessibility to all, the Youth in Action Programme also aims at being a tool to enhance the social inclusion, active citizenship and employability of young people with fewer opportunities and to contribute to social cohesion at large.

An Inclusion Strategy has been designed for the Youth in Action Programme, as the common framework to support the efforts and Actions which the Commission, Member States, National and Executive Agencies and other organisations undertake to make inclusion a priority in their work.

Annual priorities

In addition to the above-mentioned permanent priorities, annual priorities may be fixed for the Youth in Action Programme and communicated on the Commission, Executive Agency and National Agencies' websites.

For 2007, the annual priorities were the following:

- European Year of Equal opportunities for all
- improving young people's health.

For 2008, the annual priorities are the following:

- European Year of Intercultural Dialogue
- Combating violence against women
- sport as a tool to promote active citizenship and social inclusion of young people
- promoting healthy lifestyles through physical activities including sport
- preparation of the 2009 European Year of Innovation and Creativity and European Parliament elections.

Important features of the Youth in Action Programme

The following features of the Programme deserve special attention. Some of them are presented in more detail on the Commission website.

Non-formal learning

The Youth in Action Programme provides important opportunities for young people to acquire skills and competences. Therefore it is a key instrument for non-formal and informal learning in a European dimension.

Non-formal learning refers to the learning which takes place outside formal educational curriculum. Non-formal learning activities involve people on a voluntary basis and are carefully planned, to foster the participants' personal and social development.

Informal learning refers to the learning in daily life activities, in work, family, leisure, etc. It is mainly learning by doing. In the youth sector, informal learning takes place in youth and leisure initiatives, in peer group and voluntary activities etc.

Non-formal and informal learning enables young people to acquire essential competences and contributes to their personal development, social inclusion and active citizenship, thereby improving their employment prospects. Learning activities within the youth field provide significant added value for young people as well as for the economy and society at large.

Non-formal and informal learning activities within the Youth in Action Programme are complementary to the formal education and training system. They have a participative and learner-centred approach, are carried out on a voluntary basis and are therefore closely linked to young people's needs, aspirations and interests. By providing an additional source of learning and a route into formal education and training, such activities are particularly relevant to young people with fewer opportunities.

The draft guidelines of the European Mobility Quality Charter have been taken into account when defining and assessing the quality of mobility and non-formal learning in the Youth in Action Programme. This is notably reflected in the *award criteria* of the different Actions and sub-Actions, the supportive approach of the Commission, Executive Agency and National Agencies towards the target groups of the Programme, the definition of rights and responsibilities in European Voluntary Service, and, finally, the emphasis put on recognition of the non-formal learning experience.

Projects funded by the Youth in Action Programme have to adhere to the non-formal learning principles. These are:

- learning in non-formal learning is intended and voluntary
- education takes place in a diverse range of environments and situations for which training and learning are not necessarily the sole or main activity
- the activities may be staffed by professional learning facilitators (such as youth trainers/workers) or volunteers (such as youth leaders or youth trainers)
- the activities are planned but are seldom structured by conventional rhythms or curriculum subjects
- the activities usually address specific target groups and document learning in a specific, field oriented way.

Youthpass

Every person who has taken part in a Youth in Action project under Action 1.1, Action 2, and Action 4.3 (Training Courses) is entitled to receive a Youthpass certificate, which describes and validates the non-formal and informal learning experience acquired during the project.

All Youthpass certificates have a common structure, a coherent layout, and contain the following information:

- personal details about the participant
- general description of the relevant Action of the Programme
- key information concerning the project and the activities realised by the participant
- description and assessment of the participant's learning outcome during the project.

Through the Youthpass, the European Commission ensures that participation in the Programme is recognised as an educational experience and a period of non-formal learning and informal learning. This document can be of great benefit for the future educational or professional pathway of the participant.

Each *beneficiary* of a Youth in Action grant under the Actions concerned is responsible for:

- informing all participants involved in the project that they are entitled to receive a Youthpass certificate
- issuing such certificates to all participants who request one.

These obligations are specified in the model of *grant agreement* between the beneficiary and the relevant National or Executive Agency.

Beneficiaries can issue Youthpass certificates by accessing www.youthpass.eu which is an integral part of the Commission's website on the recognition of non-formal learning in the youth field (www.youthandrecognition.eu).

Visibility of the Youth in Action Programme

All projects funded under the Youth in Action Programme have to provide clear added promotional value for the Programme.

Enhancing the visibility of the Youth in Action Programme means at the very least that activities and products funded within the Programme clearly mention that they have received the European Union's support. Beneficiaries must comply with specific provisions on how to acknowledge this support and on the compulsory use of logos. For more details please consult Part C of this Guide.

Each project should also raise awareness about the opportunities offered by the Youth in Action Programme before and during the implementation of their activities. For instance, promoters should make use of all available opportunities to have appropriate media coverage (at local, regional, national or international level).

Dissemination and exploitation of results

Dissemination and exploitation of results relates to the use and practical application of a project's outcomes. It is achieved through transfer and adaptation of existing results to the needs of new target groups. The needs of those who will benefit from the project should be considered when planning for dissemination and exploitation. Exploitation of results can take place either at individual level (multiplication) or at the level of the policies (mainstreaming).

Multiplication is obtained for instance by convincing a project promoter to use the results of a previous project either as they are or by adapting them to a new context. Mainstreaming is obtained through a structured and planned process of convincing decision-makers to use successful results from certain projects by incorporating them into local, regional, national or European systems and practices.

For this purpose, the Commission has established a strategy targeting the systematic dissemination and exploitation of project outcomes at various levels. The different actors involved in the Programme (European Commission, Executive Agency, National Agencies, promoters, etc.) have a specific role to play to achieve this end.

As far as promoters are concerned, they should carry out activities aimed at making their projects and the results more visible, better known and sustainable. This means that the results of a project will continue to be used and have a positive effect on the largest possible number of young people once the project has come to an end. By planning measures ensuring dissemination and exploitation of results as part of their projects, promoters will increase the quality of their work and actively contribute to the overall impact of the Youth in Action Programme.

Under some Actions or sub-Actions, the Youth in Action Programme grants extra support to projects setting up additional measures for the dissemination and exploitation of results.

Anti-discrimination

Anti-discrimination is a core element of the Youth in Action Programme. The Programme should be accessible to all young people without any form of discrimination on grounds of gender, racial or ethnic origin, religion or belief, disability or sexual orientation.

Equality between women and men

Equality between women and men was strengthened in the Treaty of Amsterdam and is one of the priorities for developing employment in the European Union. All Member States have decided to include the principle of equality between women and men (or 'gender equality') in all policies and actions at European level, particularly in the fields of education and culture.

The Youth in Action Programme aims at reaching an equal number of male and female participants, not only globally, but also within each sub-Action. At Programme structures level, this means that appropriate measures should be taken, as much as possible, to stimulate the interest and participation of the less represented gender in each sub-Action.

Furthermore, the Youth in Action Programme aims at stimulating the thematic coverage of gender equality in projects. Promoters may either set up projects focusing on a theme directly linked to gender equality (for instance: stereotypes, reproductive health, gender-based violence, etc.) or adopt a mainstreaming approach by including a gender equality dimension in all the projects they organise, whatever the main theme may be.

Protection and safety of participants

Protection and safety of young people involved in Youth in Action projects are important principles of the Programme. All young persons participating in the Youth in Action Programme deserve the opportunity to achieve their full potential in terms of social, emotional and spiritual development. This could only be assured in a safe environment which respects and protects rights of young persons and safeguards and promotes their welfare.

In its simplest form, protection and safety address every young person's right not to be subjected to harm. In that perspective, there is no issue that is not potentially in some way related to young person's safety and protection. Protection in this context covers all kinds of inappropriate behaviour, including sexual and moral harassment, but also intercultural problems, insurance, accidents, fire, alcohol and substance abuse, neglect, bulling, degrading treatment or punishment, etc.

The fundamental objective is to ensure that all those who work together with young people recognize a duty to safeguard the protection of young people and are able to fulfil this duty. To this end each promoter participating in the Youth in Action Programme should have in place effective procedures and arrangements to promote and guaranty the welfare and protection of young people. This will help to enhance the young people's experience as a safe, effective and enjoyable learning experience.

Multilingualism

As set out in the communication from the Commission *The Multilingual Union*[7], the Commission endeavours to use its Programmes to promote multilingualism while bearing in mind two long-term objectives: helping to create a society that makes the most of linguistic diversity, and encouraging citizens to learn foreign languages.

[7] Communication from the Commission to the Council, the European Parliament, the European Economic and Social Committee and the Committee of the Regions - A New Framework Strategy for Multilingualism, COM/2005/0596 final.

The Youth in Action Programme achieves these objectives by bringing young people of different nationalities and different languages together and by giving them the opportunity to participate in activities abroad. Although Youth in Action is not a linguistic Programme, it is nevertheless a non-formal learning Programme which gives young people the opportunity to become acquainted with other languages and cultures.

2. What is the budget?

The Programme has an overall budget of 885 million euros for the seven years (2007-2013). The annual budget is decided by the European Parliament and the Council. The following site enables you to follow the different steps of the adoption of the budget. This Programme is concerned with budget line 15.05.55.

http://ec.europa.eu/budget/documents/annual_budgets_reports_accounts_en.htm

The Commission reserves the right not to allocate all the funds available.

3. What is the structure of the Youth in Action Programme?

In order to achieve its objectives, the Youth in Action Programme foresees five operational Actions.

Action 1 - Youth for Europe

Action 1 supports the following sub-Actions:

- **Sub-Action 1.1 - Youth Exchanges**
  Youth Exchanges offer an opportunity for groups of young people from different countries to meet and learn about each other's cultures. The groups plan together their Youth Exchange around a theme of mutual interest.

- **Sub-Action 1.2 - Youth Initiatives**
  Youth Initiatives support group projects designed at local, regional and national level. They also support the networking of similar projects between different countries, in order to strengthen their European aspect and to enhance cooperation and exchanges of experiences between young people.

- **Sub-Action 1.3 - Youth Democracy Projects**
  Youth Democracy Projects support young people's participation in the democratic life of their local, regional or national community, and at international level.

- **Thematic Networking**
  With a view to increasing the impact of the Programme, an annual call for proposals may be published aimed at supporting thematic network projects.

Action 2 - European Voluntary Service

The aim of the European Voluntary Service is to support young people's participation in various forms of voluntary activities, both within and outside the European Union.

Under this Action, young people take part individually or in groups in non-profit, unpaid activities.

Action 3 - Youth in the World

Action 3 supports the following sub-Actions:

- **Sub-Action 3.1 - Cooperation with the Neighbouring Countries of the European Union**
  This sub-Action supports projects with *Neighbouring Partner Countries*, namely Youth Exchanges and Training and Networking Projects in the youth field.

- **Sub-Action 3.2 - Cooperation with Other Countries of the World**
  This sub-Action concerns cooperation in the youth field, in particular the exchange of *good practice* with Partner Countries from other parts of the world. It encourages exchanges and training of young people and youth workers, partnerships and networks of youth organisations. Grant requests related to this sub-Action are to be submitted following specific calls for proposals. Sub-Action 3.2 is not covered by this Guide.

Action 4 - Youth Support Systems

Action 4 supports the following sub-Actions:

- **Sub-Action 4.1 - Support to bodies active at European level in the youth field**
  This sub-Action supports the operation of non-governmental organisations active at European level in the youth field that pursue a goal of general European interest (ENGOs). Their activities must contribute to young people's participation in public life and society and the development and implementation of European cooperation activities in the youth field in the broadest sense. Grant requests related to this sub-Action are to be submitted following specific calls for proposals. Sub-Action 4.1 is not covered by this Guide.

- **Sub-Action 4.2 - Support to the European Youth Forum**
  This sub-Action supports the ongoing activities of the European Youth Forum. A grant is awarded every year under this sub-Action. Sub-Action 4.2 is not covered by this Guide.

- **Sub-Action 4.3 - Training and networking of those active in youth work and youth organisations**
  This sub-Action supports the training of those active in youth work and youth organisations, in particular the exchange of experiences, expertise and good practice as well as activities which may lead to long-lasting quality projects, partnerships and networks.

- **Sub-Action 4.4 - Projects encouraging innovation and quality**
  This sub-Action supports projects aimed at introducing, implementing and promoting innovative approaches in the youth field. Grant requests related to this sub-Action are to be submitted following specific calls for proposals. Sub-Action 4.4 is not covered by this Guide.

- **Sub-Action 4.5 - Information activities for young people and those active in youth work and youth organisations**
  This sub-Action supports activities at European and national level which improve young people's access to information and communication services and increase the participation of young people in the preparation and dissemination of user-friendly, targeted information products. It also supports the development of European, national, regional and local youth portals for the dissemination of specific information for young people. Grant requests related to this sub-Action are to be submitted following specific calls for proposals. Sub-Action 4.5 is not covered by this Guide.

- **Sub-Action 4.6 - Partnerships**
  This sub-Action is for the funding of partnerships in order to develop long-term projects which combine various measures in the Programme. Grant requests related to this sub-Action are to be submitted following specific calls for proposals. Sub-Action 4.6 is not covered by this Guide.

- **Sub-Action 4.7 - Support for the structures of the Programme**
  This sub-Action funds the management structures of the Programme, in particular the National Agencies. Sub-Action 4.7 is not covered by this Guide.

- **Sub-Action 4.8 - Adding to the value of the Programme**
  This sub-Action will be used by the Commission to fund seminars, colloquia and meetings to facilitate the implementation of the Programme and the dissemination and exploitation of its results. Sub-Action 4.8 is not covered by this Guide.

Action 5 - Support for European cooperation in the youth field

Action 5 supports the following sub-Actions:

- **Sub-Action 5.1 - Meetings of young people and those responsible for youth policy**
  This sub-Action supports cooperation, seminars and *Structured Dialogue* between young people, those active in youth work and those responsible for youth policy.

- **Sub-Action 5.2 - Support for activities to bring about better knowledge of the youth field**
  This sub-Action supports the identification of existing knowledge relating to the priorities in the youth field, established in the framework of the *Open Method of Coordination*. Sub-Action 5.2 is not covered by this Guide.

- **Sub-Action 5.3 - Co-operation with international organisations**
  This sub-Action will be used to support the European Union's cooperation with international organisations working in the youth field, in particular the Council of Europe, the United Nations or its specialised institutions. Sub-Action 5.3 is not covered by this Guide.

4. Who implements the Youth in Action Programme?

The European Commission

The European Commission is ultimately responsible for the running of the Youth in Action Programme. It manages the budget and sets priorities, targets and criteria for the Programme on an ongoing basis. Furthermore, it guides and monitors the general implementation, follow-up and evaluation of the Programme at European level.

The European Commission also bears overall responsibility for the supervision and coordination of the National Agencies, which are offices that have been designated and set up by the National Authorities in charge of youth affairs in each Programme Country. The European Commission cooperates closely with the National Agencies and oversees their activities.

The European Commission delegates to the Education, Audiovisual and Culture Executive Agency the management of projects at centralised level.

The Education, Audiovisual and Culture Executive Agency

The Education, Audiovisual and Culture Executive Agency (Executive Agency) established by decision 2005/56/EC of the European Commission of 14 January 2005 is responsible notably for the implementation of the centralised Actions of the Youth in Action Programme. It is in charge of the complete life cycle of these projects, from analysing the grant request to monitoring projects on the spot. It is also responsible for launching the specific calls for proposals.

The Executive Agency equally undertakes support functions as described in Part A, Section 6 in particular with respect to European Voluntary Service.

It is also responsible for the management of procurement regarding the insurance of volunteers and is involved in the management of the financing of the Eurodesk Network, the former EVS Volunteers Structures and the Euro-Med Youth Platform.

The National Agencies

Implementation of the Youth in Action Programme is mainly decentralised, the aim being to work as closely as possible with the beneficiaries and to adapt to the diversity of national systems and situations in the youth field. Each Programme Country has appointed a National Agency (please consult Annex I of this Guide). These National Agencies promote and implement the Programme at national level and act as the link between the European Commission, promoters at national, regional and local level, and the young people themselves. It is their task to:

- collect and provide appropriate information on the Youth in Action Programme
- administer a transparent and equitable selection process for project applications to be funded at decentralised level
- provide effective and efficient administrative processes
- seek cooperation with external bodies in order to help to implement the Programme
- evaluate and monitor the implementation of the Programme
- provide support to project applicants and promoters throughout the project life cycle
- form a functioning network with all National Agencies and the Commission
- improve the visibility of the Programme
- promote the dissemination and exploit the results of the Programme at national level.

In addition, they play an important role as an intermediate structure for the development of youth work by:

- creating opportunities to share experiences
- providing training and non-formal learning experiences
- promoting values like social inclusion, cultural diversity and active citizenship
- supporting all kinds of youth structures and groups, especially less formal ones
- fostering recognition of non-formal learning through appropriate measures.

Finally, they act as a supporting structure for the *Framework for European cooperation in the youth field*.

Other structures

Apart from the bodies mentioned above, the following provide complementary expertise to the Youth in Action Programme:

The SALTO Youth Resource Centres

SALTO (Support for Advanced Learning and Training Opportunities) Youth Resource Centres provide training and cooperation opportunities aiming at quality improvement and recognition of non-formal learning.

The following SALTOs support the Programme:

- **SALTO Youth RC Cultural Diversity,** located in United Kingdom and providing training, resources and support focusing on identity, faith, ethnicity, etc. as well as on learning how to live and work with difference and taking intercultural learning one step further within the Youth in Action Programme.

- **SALTO Youth RC Eastern Europe and Caucasus (EECA),** located in Poland and supporting cooperation between Programme and Neighbouring Partner Countries from *Eastern Europe and Caucasus* within the Youth in Action Programme.

- **SALTO Youth RC Euro-Med,** located in France and supporting cooperation between Programme and *Mediterranean Partner Countries* (MEDA) within the Youth in Action Programme, as well as the identification and dissemination of *good practice* in the Programme.

- **SALTO Youth RC Inclusion,** located in Belgium and developing inclusion training, publications and resources for international youth work with young people with fewer opportunities in order to facilitate and increase their participation in the Youth in Action Programme.

- **SALTO Youth RC Information,** co-hosted in Hungary and Sweden, and developing and facilitating communication and information among the National Agencies and the other SALTO Youth Resource Centres.

- **SALTO Youth RC Participation,** located in Belgium and aiming to create a space for reflection and for exchanging practices and ideas that enable young people and youth workers to develop quality participative projects.

- **SALTO Youth RC South East Europe (SEE),** located in Slovenia and supporting cooperation between Programme and Neighbouring Partner Countries from *South East Europe* within the Youth in Action Programme.

- **SALTO Youth RC Training and Cooperation,** located in Germany and supporting the development of quality in training strategies and training courses and cooperating with European training institutes and trainers within the context of training and quality. It also coordinates the development and implementation of Youthpass.

The Eurodesk Network

The Eurodesk Network relays general information in the youth field and assists with disseminating information concerning the Youth in Action Programme. The Eurodesk national partners deliver a range of public European information services at national, regional and local levels, which can include:

- free enquiry answering - by phone, visit, email, fax, etc.
- advice and help to enquirers
- publications and resources
- events, conferences, seminars, etc.
- Internet access to European information
- training and support services.

Eurodesk also provides content for the European Youth Portal and offers online information services and contact details through its website.

The network contributes to the updating of data on the European Youth Portal and enhances its promotion and further development. To this end, Eurodesk cooperates with other relevant youth information networks, in particular with the European Youth Information and Counselling Agency (ERYICA) and the European Youth Card Association (EYCA).

The Euro-Med Youth Platform

The Euro-Med Youth Platform aims at encouraging cooperation, networking and exchange among youth organisations from both shores of the Mediterranean. It provides useful facilities such as a database for partner search, a discussion forum, country profiles and information about financing for youth initiatives.

Former EVS volunteer structures

These structures work on youth and volunteering issues. Their activities generally include providing support to EVS volunteers and setting up platforms for communication and networking among former EVS volunteers for sharing experiences.

For details, please contact your National Agency or the Executive Agency.

5. Who can participate in the Youth in Action Programme?

Young people and youth workers naturally constitute the main target population of the Programme. However, the Programme reaches these individuals through *promoters*. Conditions for participation in the Programme therefore relate to these two actors: the 'participants' (individuals participating in the Programme) and the 'promoters' (in most cases, *legally established* organisations). For both participants and promoters, conditions for participation depend on the country in which they are based.

Eligible participants

Are you young person aged between 13 and 30 years old or somebody active in youth work or youth organisations *legally resident* in one of the Programme or *Partner Countries*?

If so, you can be a participant of a Youth in Action project, depending on the Action and sub-Action concerned. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

In particular, check:

- lower age limits - participants must have reached the minimum age at the application *deadline*. For example, if the lower age limit is 15 years, participants must have reached their 15th birthday by the application deadline
- upper age limits - participants must not be older than the indicated maximum age at the application deadline. For example, if the upper age limit is 28 years, participants must not have reached their 29th birthday by the application deadline.

Eligible promoters

Youth in Action projects are submitted and, if selected, managed by *promoters* representing the participants.

Are you

- a non-profit or non-governmental organisation
- a local, regional public body
- an *informal group of young people*
- a *body active at European level in the youth field* (ENGO), having member branches in at least 8 Programme Countries
- an international governmental non-profit organisation
- a profit-making organisation organising an event in the area of youth, sport or culture

legally established in one of the Programme or Partner Countries?

If so, you can be promoter of a Youth in Action project depending on the Action and sub-Action concerned. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

If your project is selected, you become a *beneficiary*' of the Programme. A beneficiary is a promoter who will be proposed a *grant agreement* for the realisation of the project (grant agreements are not proposed to the participants themselves).

What is a body active at European level in the youth field?

An ENGO must:

- be *legally established* from at least one year
- be non-profit-making
- operate at European level, alone or in coordination with other organisations
- have a structure (member branches) and activities covering at least eight Programme Countries
- be active in the field of youth
- run activities in accordance with the principles underlying the Community activity in the youth field
- involve the young people in managing the activities conducted for their benefit.

Eligible Countries

Depending on the Action or sub-Action, participants and promoters based in various countries can participate. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

A distinction is made between Programme Countries and *Partner Countries*.

- Participants and promoters from Programme Countries can participate in all Actions of the Youth in Action Programme.
- Participants and promoters from Neighbouring Partner Countries can participate in Action 2 and sub-Action 3.1 of the Youth in Action Programme.
- Participants and promoters from Other Partner Countries of the World can participate in Action 2 and sub-Action 3.2 of the Youth in Action Programme.

Programme Countries

The following are Programme Countries:

Member States of the European Union (EU)[8]		
Austria	Germany	Netherlands
Belgium	Greece	Poland
Bulgaria	Hungary	Portugal
Cyprus	Ireland	Romania
Czech Republic	Italy	Slovak Republic
Denmark	Latvia	Slovenia
Estonia	Lithuania	Spain
Finland	Luxembourg	Sweden
France	Malta	United Kingdom

Programme Countries of the European Free Trade Association (EFTA) which are members of the European Economic Area (EEA)		
Iceland	Liechtenstein	Norway

Programme Countries which are candidates for accession to the European Union
Turkey

Neighbouring Partner Countries

The Youth in Action Programme supports cooperation between Programme Countries and the following Neighbouring Partner Countries:

South East Europe	**Eastern Europe and Caucasus**	**Mediterranean Partner Countries**
Albania Bosnia and Herzegovina Croatia Former Yugoslav Republic of Macedonia (FYROM) Montenegro Serbia[9]	Armenia Azerbaijan Belarus Georgia Moldova Russian Federation Ukraine	Algeria Egypt Israel Jordan Lebanon Morocco Palestinian Authority of the West Bank and Gaza Strip Syria Tunisia

[8] Individuals from an Overseas Country and Territory (OCT), and where applicable the relevant public and/or private bodies and institutions in an OCT, shall be eligible for the Youth in Action Programme, subject to the rules of the Programme and the arrangements applicable to the Member State with which they are connected. The concerned OCTs are listed in annex 1A of Council decision of 27 November 2001 on the association of the overseas countries and territories with the European Community (2200/822/EC), OJ L 314 of 30 November 2001.

[9] Including Kosovo, under the auspices of the United Nations, pursuant to UN Security Council Resolution 1244 of 10 June 1999.

Other Partner Countries of the World

Cooperation is possible with the Other Partner Countries of the World listed below which have signed agreements with the European Community relevant to the youth field.

Afghanistan	Ethiopia	Nigeria
Angola	Fiji	Niue
Antigua and Barbuda	Gabon	Palau
Argentina	Gambia, The	Panama
Australia	Ghana	Papua New Guinea
Bahamas	Grenada	Paraguay
Bangladesh	Guatemala	Peru
Barbados	Guinea, Republic of	Philippines
Belize	Guinea-Bissau	Rwanda
Benin	Guyana	Saint Kitts and Nevis
Bolivia	Haiti	Sainte-Lucia
Botswana	Honduras	Saint-Vincent and the Grenadines
Brazil	India	Samoa
Brunei	Indonesia	Sao Tome and Principe
Burkina Faso	Ivory Coast	Senegal
Burundi	Jamaica	Seychelles
Cambodia	Kazakhstan	Sierra Leone
Cameroon	Kenya	Solomon Islands
Canada	Kiribati	South Africa
Cape Verde	Korea, Republic of	Sudan
Central African Republic	Kyrgyzstan	Suriname
Chad	Laos	Swaziland
Chile	Lesotho	Tanzania
China	Liberia	Thailand
Colombia	Madagascar	Togo
Comoros	Malawi	Tonga
Congo (D. R. of the)	Malaysia	Trinidad and Tobago
Congo (Republic of the)	Mali	Tuvalu
Cook Islands	Marshall Islands	Uganda
Costa Rica	Mauritania	United States of America
Djibouti	Mauritius	Uruguay
Dominica	Mexico	Uzbekistan
Dominican Republic	Micronesia	Vanuatu
East Timor	Mozambique	Venezuela
Ecuador	Namibia	Vietnam
El Salvador	Nauru	Yemen
Equatorial Guinea	Nepal	Zambia
Eritrea	Nicaragua	Zimbabwe
	Niger	

Visa requirements

If your project involves non-European Union countries you may need to check visa requirements.

In principle, Youth in Action Programme participants from non-European Union countries coming into the EU and participants from the EU going to non-EU countries to take part in a youth project have to apply for a visa of entry into the relevant host country. Young people resident within an EU Member State, who are holders of a non-EU nationality/passport, might also need a visa to enter another EU Member State.

It is a collective responsibility of all the promoters to ensure that any visa required is in order before the planned Activity takes place. It is strongly recommended that the visa is arranged well in advance, since the process may take several weeks.

National Agencies and the Executive Agency may give further advice and support concerning visas, residence permits, social security, etc.

The Commission has drafted some general recommendations for visa/residence permit applications for the benefit of Youth in Action Programme participants. These can be consulted on the Commission's website.

How do you participate?

The precise conditions for participation in the Youth in Action Programme depend on the Action or sub-Action related to your project. For the conditions for participation in specific Actions or sub-Actions, please consult Part B of this Guide.

6. What support is available?

The supportive approach

The supportive approach of the Youth in Action Programme consists of guiding users of the Programme through all phases, from the first contact with the Programme through the application process to the realisation of the project and the final evaluation.

This principle should not be in contradiction with fair and transparent selection procedures. However, it is based on the idea that in order to guarantee equal opportunity for everybody, it is necessary to give more assistance to some groups of young people through advising, counselling, monitoring, and coaching systems.

Therefore, an important principle of the Youth in Action Programme is the provision of assistance, training and advice for the applicants at different levels. At a decentralised level, the National Agencies and the Eurodesk Network provide training and information. At a centralised level, help is provided through the Executive Agency and the SALTO network.

The Training Strategy of Youth in Action

The European Training Strategy of the Youth in Action Programme is coordinated by the European Commission and aims to contribute to developing the quality of support systems for youth activities and the capabilities of civil society organisations in the youth field. It is the core element of the coherent quality approach of the Programme, which includes communication measures, recognition of non-formal learning activities, cooperation of all actors and applied youth and educational research activities.

The Training Strategy is the main instrument of the Programme for sustainable capacity building of youth workers and other key actors. It provides support for them to acquire the necessary attitudes and competences, especially in the field of non-formal learning and working with young people on a European level and in a European context.

The main elements of the Training Strategy are:

- training and cooperation plans (TCPs) - the National Agencies' instrument of quality support in their role as an intermediate structure
- training for NA staff and staff of other structures of the Programme
- SALTO Resource Centres offering content-related support for National Agencies, organisations and individuals
- resources of the Partnership between the European Commission and the Council of Europe in the youth field
- Action 4.3 Training and Networking for those active in youth work and youth organisations.

The Education, Audiovisual and Culture Executive Agency

The Executive Agency provides support, through its Youth Helpdesk, for the achievement of high quality standards in project management and technical support to all actors involved in Europe-wide and international youth projects, with a specific focus on beneficiaries and participants based in countries where National Agencies are not present (regions of South East Europe, Eastern Europe and Caucasus, Mediterranean countries, Latin America, Asia and the ACP countries).

In particular the Youth Helpdesk:

- responds to specific requests from promoters, organisations and participants
- supports visa issuing and best practice dissemination tools to help promoters overcome obstacles related to trans-national mobility
- provides help with crisis management.

The National Agencies

The National Agencies (NAs) provide training and general information on training possibilities for the preparation and implementation of projects.

Each National Agency:

- offers national and international training, seminars and workshops to people interested or already involved in Youth in Action projects
- gives advice, information and assistance to participants, project coordinators, actual or potential partners and beneficiaries throughout the process of planning and carrying out projects
- helps to build, develop and consolidate trans-national partnerships between the various players in the Programme
- delivers information documents about the Programme, its rules and practices
- organises conferences, meetings, seminars and other events to inform target audiences about the Programme, to improve its management and presentation and to disseminate results and good practice.

The SALTO Youth Resource Centres

The aim of the SALTO Youth Resource Centres is to help improve the quality of projects funded under Youth in Action. The SALTO Centres provide resources, information and training in specific areas for National Agencies and other actors involved in youth work, and foster the recognition of non-formal learning.

Their work involves:

- organising training courses, study visits, forums and partnership-building activities
- developing and documenting training and youth work methods and tools
- giving an overview of European training activities that are available to youth workers through the European Training Calendar
- issuing practical publications
- providing up-to-date information about European youth work and the different priorities
- providing a database of trainers and resource persons in the field of youth work and training
- coordinating the Youthpass.

The Eurodesk Network

The Eurodesk Network offers information services to young people and those who work with them on European opportunities in the education, training and youth fields, and the involvement of young people in European activities. The Eurodesk Network offers enquiry answering services, funding information, events and publications.

The Partnership between the Commission and the Council of Europe

The Partnership between the European Commission and the Council of Europe in the field of youth policy, youth research and youth work ('The Partnership') provides a framework to increase the synergies between the two institutions, as well as develop a coherent strategy in the youth field.

The main activities carried out within the framework of the Partnership are training courses; seminars and network meetings involving youth workers, youth leaders, trainers, researchers, policy-makers, experts and practitioners; and contributing to the *Structured Dialogue*.

Its activities focus particularly on European citizenship and human rights education; intercultural dialogue and cooperation; quality in youth work and training; recognition and visibility of youth work; better understanding and knowledge of young people; youth policy development; and promoting understanding of and respect for cultural diversity. Part of the activities has a regional focus, particularly on countries which form part of the European Neighbourhood Policy.

The European Knowledge Centre for Youth Policy (EKCYP), created in the framework of the Partnership, constitutes a single entry point to retrieve up-to-date research-based information on the realities of young people across Europe. It promotes exchange of information and dialogue between policy-makers, practitioners and youth researchers.

The results of the Partnership are disseminated through the transfer of training modules, the Partnership website and research publications. 'T(raining)-Kits' are thematic handbooks that can be used in Youth in Action projects.

The activities within the framework of the Partnership are organised and managed by the Partnership Secretariat which reports both to the Council of Europe and the European Commission.

Further information on the Partnership's activities can be obtained from the Partnership Secretariat in Strasbourg.

The Euro-Med Youth Platform

The Euro-Med Youth Platform provides support to young people and youth organisations in the Euro-Mediterranean region in order to facilitate the exchange of good practice, networking, cooperation and capacity building in the region.

To meet these objectives, it provides a series of networking facilities, including:

- a database for partner-finding
- an online forum for free discussion
- country profiles on the situation of young people
- information about financing for youth activities
- meetings for youth organisations from the Mediterranean region
- a printed and online magazine.

PART B - INFORMATION ABOUT THE ACTIONS

In this Part you will find, for each Action or sub-Action of the Youth in Action Programme covered by this Guide, the following information:

- the objectives of the Action or sub-Action
- a description of the projects supported through the Action or sub-Action
- a table presenting the criteria which are used to assess a project submitted under the Action or sub-Action
- additional useful information in view to have a good understanding of the projects supported through the Action or sub-Action
- a table presenting the funding rules applicable to the projects supported through the Action or sub-Action
- advice on how to develop a project likely to be supported under the Action or sub-Action.

Before submitting an application, you are advised to read carefully the entire section concerning the Action or sub-Action under which you wish to apply.

Action 1.1 - Youth Exchanges

Objectives

Youth Exchanges allow one or more groups of young people to be hosted by a group from another country in order to participate together in a joint programme of activities. These projects involve the active participation of young people and are designed to allow them to discover and become aware of different social and cultural realities, to learn from each other and reinforce their feeling of being European citizens.

What is a Youth Exchange?

A Youth Exchange is a project which brings together groups of young people from two or more countries, providing them with an opportunity to discuss and confront various themes, whilst learning about each other's countries and cultures. A Youth Exchange is based on a trans-national *partnership* between two or more promoters from different countries.

According to the number of countries involved, a Youth Exchange can be bilateral, trilateral or multilateral. A Bilateral Youth Exchange is justified especially when the promoters are at their first European project, or when the participants are small-scale or local groups without experience at European level.

A Youth Exchange can be itinerant, implying the movement of all participants at the same time, throughout one or more countries participating in the Exchange.

A Youth Exchange project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

What a Youth Exchange is not

The following activities in particular are NOT eligible for grants under Youth Exchanges:

- academic study trips
- exchange activities which aim to make financial profit
- exchange activities which can be classed as tourism
- festivals
- holiday travel
- language courses
- performance tours
- school class exchanges
- sports competitions
- statutory meetings of organisations
- work camps.

What are the criteria used to assess a Youth Exchange?

Eligibility Criteria

Eligible promoters	Each *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an *informal group of young people* (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a *body active at European level in the youth field*. Each promoter must be from a Programme Country.
Role of promoters	The promoter that sends a group of participants in another country is defined as *Sending Organisation* (SO). The promoter that hosts the Youth Exchange in its country is defined as *Host Organisation* (HO).
Number of promoters	**Bilateral Youth Exchange:** two promoters from different Programme Countries, of which at least one is from an EU country. **Trilateral Youth Exchange:** three promoters from different Programme Countries, of which at least one is from an EU country. **Multilateral Youth Exchange:** at least four promoters from different Programme Countries, of which at least one is from an EU country.
Eligible participants	Participants aged between 13 and 25 and *legally resident* in a Programme Country (a small number may be aged between 25 and 30).
Number of participants	The project must involve a minimum of 16 and a maximum of 60 participants (*group leader(s)* not included).
Composition of *national groups* of participants	**Bilateral Youth Exchange:** minimum 8 participants per group. **Trilateral Youth Exchange:** minimum 6 participants per group. **Multilateral Youth Exchange:** minimum 4 participants per group. Each national group must have at least one group leader.
Venue(s) of the Activity	The Activity must take place in the country of one of the promoters. **Itinerant Youth Exchanges:** the Activity must take place in the countries of two or more promoters.
Duration of project	Maximum 15 months.
Duration of Activity	6-21 days, excluding travel days.
Activity programme	A detailed daily timetable of the Activity must be annexed to the *Application form*.

Who can apply?	**All applications:** A promoter wishing to apply must be *legally established* in its country. **Applications submitted to the Executive Agency** (see below, section 'Where to apply?'): One of the promoters assumes the role of '*Coordinating Organisation*' (CO) and applies to the Executive Agency for the whole project ('one sided funding') on behalf of all promoters. **Applications submitted to the National Agencies** (see below, section 'Where to apply?'): **Bi-, trilateral Youth Exchange:** each and every promoter applies separately to its respective National Agency for its part of the project ('*split funding*'); **Multilateral Youth Exchange:** the promoter hosting the Activity assumes the role of '*Coordinating Organisation*' (CO) and applies to its National Agency for the whole project ('*one-sided funding*') on behalf of all promoters. **Itinerant Youth Exchange (bi, tri or multilateral):** one of the promoters hosting part of the Activity assumes the role of 'Coordinating Organisation' (CO) and applies to its National Agency for the whole project ('one sided funding') on behalf of all promoters. **All applications:** In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application to its National Agency and signing the *grant agreement* on behalf of the group.
Where to apply?	**Applications to be submitted to the Executive Agency:** project applications by bodies active at European level in the youth field. **Applications to be submitted to the National Agencies:** project applications by all other eligible applicants.
When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (please consult Part C of this Guide).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.
Other criteria	**Protection and safety of participants**: The applicant must guarantee that appropriate measures to ensure the safety and protection of participants are foreseen in the project. ***Advance Planning Visit* (APV):** If the project foresees an APV, then the following *eligibility criteria* must be met: ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: 1 participant per group. The number of participants can be raised to 2 under the condition that 1 of the participants is a young person taking part in the Youth Exchange ▪ programme of the APV: a daily timetable of the APV is annexed to the application form.

Exclusion Criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European level and, where relevant or specified, at national level.
Quality of the project and methods proposed (50%)	▪ **The quality of project's design** (quality of the *partnership*/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring *protection and safety* of participants) ▪ **The quality of project's content and methodology** (theme of common interest and relevance to the group of participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ **The quality of project's reach** (*impact*, multiplying effect and follow-up; visibility of the project/ visibility of Youth in Action Programme; *dissemination and exploitation of results*).
Profile of participants and promoters (20%)	▪ Involvement of *young people with fewer opportunities* ▪ Number of partner promoters involved in the project ▪ Balance of partner groups in terms of number of participants ▪ Only for a bilateral Youth Exchange: the promoter is a first-time applicant or a small-scale actor.

What else should you know about a Youth Exchange?

What's a group leader?

A group leader is an adult who accompanies the young people participating in a Youth Exchange in order to ensure their effective learning, protection and safety.

Multi-Measure projects - Action 1

Youth Exchanges can be part of a Multi-Measure project under Action 1. For further information, please consult section 'Multi-Measure projects' of this Action.

Youthpass

Youthpass applies to sub-Action 1.1 as of 2007. For more information on Youthpass, please consult Part A of this Guide.

Example of a Youth Exchange

A multilateral Youth Exchange titled "Slainte agus An Oige" took place in Omagh, Northern Ireland, and involved 40 young people from Ireland, Lithuania, Poland and United Kingdom. The exchange aimed at providing young people with a framework for a healthy lifestyle by focusing on the benefits of participating in outdoor activities. The programme was a combination of practical activities where young people worked in teams trying out different sports, complemented with a number of workshops centred on the debate around the advantages of sport on the body. The project also allowed for each country group of participants to make a presentation on their countries culture and history. The emphasis of the programme was to build self esteem, acceptance of other people, open their minds, learn about other cultures and value different countries.

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

Eligible costs		**Financing mechanism**	**Amount***	**Beneficiary**	**Rule of allocation**	**Reporting obligations**
Travel costs	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class, 2nd class train ticket). For itinerant projects: travel costs from home to the place where the Activity starts and travel costs from the place where the Activity ends to home.	*Percentage of actual costs*	70% of eligible costs	Sending and Host Organisations (bi-, trilateral) Coordinating Organisation (multilateral)	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.
Costs related to an Advance Planning Visit	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket).	Percentage of actual costs	100% of eligible costs	Sending Organisations (bi-, trilateral) Coordinating Organisation (multilateral)	Conditional: need for and objectives of Advance Planning Visit must be justified in application form	Full justification of the costs incurred, copy of travel tickets/invoices.
	+ Accommodation costs and other costs during the visit.	+ *Scale of unit costs*	+ € 48 x number of nights (max. 2 nights) x number of participants of Sending Organisations			Achievements to be described in *final report*.
Preparation costs	Any cost directly linked to the preparation of the Activity and participants.	*Lump sum*	€ 480	Sending and Host Organisation (bi-, trilateral)	Conditional: preparation activities must be clearly outlined in the application form	Achievements to be described in final report.
		Scale of unit costs	€ 480 x number of promoters	Coordinating Organisation (multilateral)		
Activity costs (bi-, trilateral)	Any cost directly linked to the implementation of the project, including insurance.	Lump sum	€ 960	Host Organisation (bi-, trilateral)	Automatic	Achievements to be described in final report. Signature list of all participants.
		+ Scale of unit costs	+ € 18 x number of participants x number of nights during the Activity			

Eligible costs		Financing mechanism	Amount*	Beneficiary	Rule of allocation	Reporting obligations
Activity costs (multilateral, itinerant)	Any cost directly linked to the implementation of the project, including insurance.	Lump sum + Scale of unit costs	€ 1 920 + € 18 x number of participants x number of nights during the Activity	Coordinating Organisation (multilateral, itinerant)	Automatic	Achievements to be described in final report. Signature list of all participants.
Exceptional costs	Additional costs directly related to young people with fewer opportunities or special needs or warranted by the special nature of the activities. Visa costs, visa-related costs and vaccination costs.	Percentage of actual costs	100% of eligible costs	Sending and Host Organisation (bi-, trilateral) Coordinating Organisation (multilateral)	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	Percentage of actual costs	100% of eligible costs. Up to € 500 x number of promoters. Maximum € 2 500	Sending and Host Organisations (bi-, trilateral) Coordinating Organisation (multilateral)	Conditional: dissemination and exploitation activities must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts. Achievements to be described in final report.

* Lump sums and scales of unit costs can be adapted by National Agencies. A promoter applying at national level must use the lump sums and scales of unit costs defined by the National Agency of its country. The amounts applicable at national level are published on the websites of the European Commission and of the National Agencies.

Which costs can be covered under the category exceptional costs?

Exceptional costs that can be covered are:

- visa and visa-related costs and vaccination costs
- costs related to young people with fewer opportunities and/or with special needs
- costs warranted by the special nature of the activities.

In the latter two cases, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage, translation/interpretation.

How to develop a good project?

The 'Award criteria' table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
  Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective follow-up and dissemination of the results achieved through the Activity.

- **Quality of the preparation phase**
  The preparation phase is of crucial importance for the success of a Youth Exchange. During this phase, the promoters and the participants should agree on the common theme of the Youth Exchange. They should reflect on division of tasks, programme of activities, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material, linguistic support). The preparation phase should furthermore enhance the participants' involvement in the Youth Exchange and prepare them for intercultural encounters with other young people from different backgrounds and cultures. It is strongly advised that sending group(s) undertake an Advance Planning Visit to the host partner group.

- **Quality of the Activity programme**
  The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme. The programme should use a variety of intercultural working methods and be adapted to the profile of participants.

- **Quality of the evaluation phase**
  In order to make the project and its results more sustainable, promoters and participants are expected to carry out a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes.

  Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

- **Quality of measures ensuring protection and safety of participants**
  During the planning and preparation phase of the project, promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at last one leader who have first aid training, emergency services contacts, disclosure procedure, etc.). It is also useful to settle a common 'code of behaviour' which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco, etc.). At the same time leaders are encourage to have a common understanding and position on certain issues - particularly in emergency situation. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (please consult Annex III of this Guide)

Quality of project content and methodology

- **Theme of common interest and relevance to the group of participants**
  The project should have a clear thematic concept, which participants wish to explore together. The chosen theme should be commonly agreed and reflect the interests and needs of participants. The theme has to be translated into the concrete daily activities of the Youth Exchange.

- **Non-formal learning methods applied**
  The project should follow the principles of non-formal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role play, outdoor activities, ice-breakers, round-tables, etc.) in order to address the different needs of participants and desired outcomes. In general terms, the project should be based on an intercultural learning process stimulating creativity, active participation and initiative.

- **Active involvement of participants in the project**
  The daily programme of the Activity and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.

- **Promotion of social and personal development of participants**
  The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviours; to acquire or cultivate skills, competences and knowledge contributing to social or personal development.

- **Intercultural dimension**
  The Youth Exchange should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to exclusion and to develop sense of tolerance and understanding of diversity.

- **European dimension**
  The Youth Exchange should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

  - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
  - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
  - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
  - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality of project reach

- **Impact, multiplying effect and follow-up**
  The impact of a Youth Exchange should not be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

  The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Youth Exchange in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread the project's objectives and results.

  Furthermore, promoters and participants are asked to reflect systematically upon possible measures to ensure a follow-up of the Youth Exchange. Will the Exchange be reciprocal? Could a new promoter be involved in a next Youth Exchange? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/visibility of Youth in Action Programme**
  Promoters should reflect together on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the Youth Exchange, as well as about the opportunities offered by the Youth in Action Programme. Visibility and measures mainly occur before and during the implementation of the Youth Exchange. Such measures can be divided into two broad categories:

- Visibility of the project

  Promoters and participants should 'publicise' the project - as well as its aims and objectives - and spread the 'youth message' throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

- Visibility of the Youth in Action Programme

  As well as the compulsory use of the official logo of the Youth in Action Programme (please consult part C of this Guide), each project should also act as 'multiplier' of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme of the Youth Exchange. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**

  Each promoter should put in place measures to disseminate and exploit the results of the Youth Exchange.

  - Standard dissemination and exploitation measures

    Standard dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on a project's results, rather than its Activity and objectives. For this reason, dissemination and exploitation measures occur mainly after the Youth Exchange has taken place.

  - Additional dissemination and exploitation of results

    As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. The Youth in Action Programme offers a further financial incentive for such measures (please consult the 'Funding Rules' section of this sub-Action). Examples of additional dissemination and exploitation measures are organising public events (presentations, conferences, workshops…); creating audio-visual products (CD-Rom, DVD...); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes…); developing information material (newsletters, brochures, booklets, best practice manuals…); creating an Internet portal, etc.

Action 1.2 - Youth Initiatives

Objectives

This sub-Action supports projects where young people participate actively and directly in activities of their own devising in which they play the key roles, in order to develop their initiative, enterprise and creativity.

What is a Youth Initiative?

A Youth Initiative is a project initiated, set up and carried out by young people themselves. It gives young people the chance to try out ideas through initiatives, which give them an opportunity to be directly and actively involved in planning and carrying out projects. Participation in a Youth Initiative is an important non-formal learning experience. It also provides young people with an opportunity to consider themselves as European citizens and to feel that they are contributing to the construction of Europe.

A Youth Initiative project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

A Youth Initiative can be:

- national: designed at local, regional or national level and developed by a single group in its country of residence
- trans-national: a networking of youth initiatives jointly carried out by two or more groups from different countries.

What are the criteria used to assess a Youth Initiative?

Eligibility criteria

Eligible promoters	The *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ an *informal group of young people* (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group). Each promoter must be from a Programme Country.
Number of promoters	**National Youth Initiative**: only one promoter. **Trans-national Youth Initiative:** at least two promoters from different Programme Countries, of which at least one is from an EU country.
Eligible participants	Young people aged between 18 and 30 and *legally resident* in a Programme Country. Young people under 18 (aged from 15 to 17) may be admitted if accompanied by a *coach*. There is no age limit or obligatory geographical provenance for the coach.
Number of participants	**National Youth Initiative:** there is no limitation on the number of participants. The project must involve one group of at least 4 young participants. **Trans-national Youth Initiative:** there is no limitation on the number of participants. The project must involve at least 8 young participants.
Composition of *national groups* of participants	**National Youth Initiative:** minimum 4 participants in the group. **Trans-national Youth Initiative:** minimum 4 participants per group.
Venue(s) of the Activity	**National Youth Initiative:** the Activity must take place in the country of the promoter. **Trans-national Youth Initiative:** the Activity must take place in the country(ies) of one or more promoters.

Duration of project	Between 3 and 18 months.
Duration of Activity	No specific duration of the Activity.
Activity programme	An overview of the Activity must be annexed to the *application form*.
Who can apply?	**All applications:** A promoter wishing to apply must be *legally established* in its country. In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application to its National Agency and signing the *grant agreement* on behalf of the group. **National Youth Initiative:** the promoter applies to its National Agency. **Trans-national Youth Initiative:** one of the promoters assumes the role of coordinator and applies to its National Agency for the whole project (`*one-sided funding*) on behalf of all promoters.
Where to apply?	Applications must be submitted to the National Agency of the country where the applicant is established.
When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (please consult Part C of this Guide).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.
Other criteria	***Advance Planning Visit*** **(APV)** (Only for Trans-national Youth Initiatives). If the project foresees an APV, then the following *eligibility criteria* must be met: ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: up to 2 participants per group. One of the participants can be the coach ▪ programme of the APV: a daily timetable of the APV is annexed to the application form.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain its activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.

Quality of the project and methods proposed (50%)	▪ **The quality of project design** (quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; only for Trans-national Youth Initiative: quality of the *partnership*/active involvement of all promoters in the project) ▪ **The quality of project content and methodology** (theme of the project; innovative creativity and entrepreneurship; active involvement of participants in the project; promotion of social and personal development of participants involved; European dimension; notably for Trans-national Youth Initiative: intercultural dimension) ▪ **The quality of project reach** (*impact*, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; *dissemination and exploitation of results*).
Profile of participants and promoters (20%)	▪ Involvement of *young people with fewer opportunities* ▪ First-time applicants.

What else should you know about a Youth Initiative?

What is a coach?

A *coach* is a resource person who has youth work and/or Youth Initiatives experience to accompany groups of young people and support their participation. S/he plays different roles depending on the needs of a given group of young people. The coach remains outside the Youth Initiative but supports the group of young people in the implementation of their project. S/he works with the young people from time to time performing specific tasks based on the needs of the group. Coaches can be volunteers or professionals, youth leaders or leaders of youth organisations, workers of youth clubs or youth services, etc.

Young people who have already participated in a Youth Initiative project can also be encouraged to use the competences gained during the process to support other groups of young people; they can therefore act as resource persons by taking over a peer coaching role. Peer coaching, that is, supporting peers or fellows of the same age, is an important tool to be used in a Youth Initiative in order to develop effective coaching systems at local level.

Coaches can also be advisers provided by the National Agencies who meet the group of young people several times during the development of the project, generally at the beginning, in the middle and at the end of the process.

The National Agencies may arrange meetings between potential and ex-beneficiaries of Youth Initiatives, to facilitate the development of peer coaching systems. For information on coaching within Youth Initiatives, please consult your National Agency.

Multi-Measure projects - Action 1

Youth Initiatives can be part of a Multi-Measure project under Action 1. For further information, please consult section 'Multi-Measure projects' of this Action.

Example of a Youth Initiative

12 Young people from Turkey developed a project aimed at giving basic computer skills to children who are obliged to work in the streets. The group cooperated with a local NGO that works regularly with these children. Based on discussion with the children, the group learned about their situation and asked them what they would like to do; the idea of the computer training was born there. The training in computers lasted three months and the project reached some 70 children.

"Well, the most important thing at personal level was that the project enabled me to do what I wanted! You know, I felt moved by the situation of these street children. I wanted to do something! You can approach them and get to have an idea of their reality, but you need a frame to really work with them, and this is what the Youth Initiative project allowed us to achieve! The contact with the Youth Centre in the local area and the NGO cooperating with us were very helpful and important for the project. We organised different social activities, which gave the children the chance to feel less excluded. We had the impression that we succeeded in helping them, that they learnt something useful and enjoyed the experience too". (Turkish member of the group)

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

Eligible costs		**Financing mechanism**	**Amount***	**Rule of allocation**	**Reporting obligations**
Activity costs (for National Youth Initiatives)	Any cost directly linked to the implementation of the project.	*Lump sum*	€ 8 000 (unless a lower amount of grant is requested by the applicant)	Automatic provided that consistency with provisional budget is respected	Achievements to be described in *final report*. Signature list of all participants.
Activity costs (for Trans-national Youth Initiatives)	Any cost directly linked to the implementation of the project.	Lump sum	€ 10 000 (unless a lower amount of grant is requested by the applicant)	Automatic provided that consistency with provisional budget is respected	Achievements to be described in final report. Signature list of all participants.
Costs related to the coach	Any cost directly linked to the involvement of a coach in the project (if needed).	Lump sum	€ 1 000 (unless a lower amount of grant is requested by the applicant)	Automatic for projects involving participants that are younger than 18. Conditional for all other projects; in this case the need for a coach and the support s/he will give to the group must be clearly outlined in the application form	Achievements to be described in final report.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	*Percentage of actual costs*	100% of eligible costs Maximum € 1 000	Conditional: additional dissemination and exploitation activities must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts. Achievements to be described in final report.
Costs related to an Advance Planning Visit (only for Trans-national Youth Initiatives)	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket) + Additional to contribute to accommodation costs and other costs during the visit.	Percentage of actual costs + *Scale of unit costs*	100% of eligible costs + € 48 x number of nights (max. 2 nights) x number of participants of sending promoters (1 or 2 participants; one of the participants can be the coach)	Conditional: need for and objectives of Advance Planning Visit must be justified in application form	Full justification of the costs incurred, copy of travel tickets/invoices. Achievements to be described in final report.
Travel costs (only for Trans-national Youth Initiatives)	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket).	Percentage of actual costs	70% of eligible costs	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.

* Lumps sums and scales of unit costs can be adapted by National Agencies. A promoter applying at national level must use the lump sums and scales of unit costs defined by the National Agency of its country. The amounts applicable at national level are published on the websites of the European Commission and of the National Agencies.

How to develop a good project?

The 'Award criteria' table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the preparation phase**
  The preparation phase is of crucial importance for the success of a Youth Initiative. During this phase, the group of young people should choose and commonly agree a theme relevant to the group itself and to the local community. They should look at creating a well-structured programme of the Activity and a timetable, their working methods and the benefits of their project for the local community. While it is essential that the project be managed and implemented by the young people themselves, during the preparation phase the group(s) of young people may be assisted by a coach.

- **Quality of the Activity programme**
  The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme.

- **Quality of the evaluation phase**
  In order to make the project and its results more sustainable, the group(s) is/are expected to carry out a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the group(s) and other targeted participants have been met. The evaluation should also highlight the learning outcomes.

  Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable the group(s) to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from those involved in the Youth Initiative and to adapt the Activity accordingly.

- **Quality of the partnership/active involvement of all promoters in the project (Only for Trans-national Youth Initiatives)**
  Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective follow-up and dissemination of the results achieved through the Activity.

Quality of project content and methodology

- **Theme of the project**
  The project should have a clearly identified thematic, which members of the group(s) wish to explore together. The chosen theme should be agreed together and should reflect the interests and needs of participants. Some examples of potential project themes are art and culture, social exclusion, environment, heritage protection, youth information, European awareness, rural/urban development, youth policies, health, measures against delinquency, anti-racism/xenophobia, disability, support for he elderly people, homelessness, migrants, equal opportunities, peer education, unemployment, youth sports, youth leisure, media and communications, etc. The theme has to be translated into the concrete daily activities of the Youth Initiative.

- **Innovative creativity and entrepreneurship**
  Within the context of a Youth Initiative the accent is put on promotion of innovative elements in the project. The project should aim at introducing, implementing and promoting innovative approaches. These innovative aspects may be related to the content and objectives of the Activity, the involvement of promoters from different backgrounds, creative and unexplored way of solving problems related to local community, experimentation with new methodologies and project formats or dissemination of the project results.

- **Active involvement of participants in the project**
  The Activity programme and working methods should aim to involve the members of the group(s) and all other people possibly identified as target of the Activity as much as possible. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.

- **Promotion of social and personal development of participants**
  The project should enable the members of the group(s) and other participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development.

- **European dimension**
  The Youth Initiatives should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

  - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
  - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
  - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
  - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

- **Intercultural dimension (notably for Trans-national Youth Initiatives)**
  The Youth Initiatives should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

Quality of project reach

- **Impact, multiplying effect and follow-up**
  The impact of a Youth Initiative should not be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the Activity.

  The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Youth Initiative in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results.

  Furthermore, promoters are asked to reflect systematically upon possible measures to ensure a possible follow-up of the Youth Initiative. How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/ visibility of Youth in Action Programme**
  Promoters should reflect together on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters offers additional potential for spreading information about the planned Activity, as well as about the opportunities offered by the Youth in Action Programme. Visibility and measures mainly occur before and during the implementation of the Youth Initiative. Such measures can be divided into two broad categories:

  - Visibility of the project
    Promoters and participants should 'publicise' the project - as well as its aims and objectives - and spread the 'youth message' throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

  - Visibility of the Youth in Action Programme
    As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as 'multiplier' of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity

programme of the Youth Initiatives. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**
  Each promoter should put in place measures to disseminate and exploit the results of the Youth Initiative.

  - Standard dissemination and exploitation measures
    Standard dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on a project's results, rather than its Activity and objectives. For this reason, dissemination and exploitation measures occur mainly after the Youth Initiative has taken place.

  - Additional dissemination and exploitation of results
    As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. The Youth in Action Programme offers a further financial incentive for such measures (please consult the 'Funding Rules' section of this sub-Action). Examples of additional dissemination and exploitation measures are organising public events (presentations, conferences, workshops…); creating audio-visual products (CD-Rom, DVD…); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes…); developing information material (newsletters, brochures, booklets, best practice manuals…); creating an Internet portal, etc.

Action 1.3 - Youth Democracy Projects

Objectives

This sub-Action supports young people's participation in democratic life. It aims to encourage the active participation of young people in the life of their local, regional or national community or at international level.

What is a Youth Democracy Project?

A Youth Democracy Project is developed by a European partnership, allowing the pooling, at European level, of ideas, experiences and methodologies from projects or activities at local, regional, national or European level, in order to improve young people's participation.

A Youth Democracy Project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

Some examples of Activities implemented within a Youth Democracy Project are:

- the creation of networks for the exchange, development and dissemination of *good practice* in the field of youth and participation
- consultations by and of young people, with a view to find out their needs and wishes on matters relating to participation in democratic life
- information events or seminars or debates for young people centred around the mechanisms of representative democracy at all levels, including the functioning of the EU institutions and the EU policies
- meetings between young people and decision-makers or experts in the field of participation in democratic life and democratic institutions
- events simulating the functioning of the democratic institutions and the roles of decision-makers
- a series or combination of the above activities, which may be carried out at different levels (local, regional, national, international) within the time-frame of the project.

What a Youth Democracy Project is not

The following activities in particular are NOT eligible for grants under Youth Democracy Projects:

- statutory meetings of organisations
- Youth Exchanges
- Youth Initiatives.

What are the criteria used to assess a Youth Democracy Project?

Eligibility criteria

Eligible promoters	Each *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an *informal group of young people* (Reminder: in the case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a *body active at European level in the youth field*. Each promoter must be from a Programme Country.
Number of promoters	Promoters from at least 2 different Programme Countries, of which at least one is from an EU country. There must be minimum 2 promoters per country involved in the project. Promoters must be independent (see below).

Eligible participants	**Young participants:** young people aged between 13 and 30 and *legally resident* in a Programme Country. **Decision-makers/experts**: If the project foresees the participation of decision-makers or experts in the field of participation in democratic life and democratic institutions, such participants can be involved regardless of their age or geographical provenance.
Number of participants	The project must involve at least 16 young participants.
Venue(s) of the Activity	The Activity must take place in the country(ies) of one or more promoters.
Duration of project	Between 3 and 18 months.
Duration of Activity	No specific duration of the Activity.
Activity programme	An overview of the Activity programme must be annexed to the *application form*.
Who can apply?	The promoter hosting the Activity - or one of the promoters hosting part of the Activity - assumes the role of coordinator and applies to the relevant Agency (see below, the section 'Where to apply?') for the whole project on behalf of all promoters ('*one-sided funding*'). A promoter wishing to apply must be *legally established* in its country. In the case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application (to its National Agency) and signing the *grant agreement* on behalf of the group.
Where to apply?	**Applications to be submitted to the Executive Agency:** project applications by bodies active at European level in the youth field. **Applications to be submitted to the National Agencies:** project applications by all other eligible applicants.
When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (please consult Part C of this Guide).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.
Other criteria	**Protection and safety of young participants**: The promoter must guarantee that appropriate measures to ensure the safety and protection of young participants are foreseen in the project.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.
Quality of the thematic concept (20%)	The quality of the thematic concept, i.e. project focusing on: ▪ the participation of young people in mechanisms of representative democracy; or ▪ allowing young people to experience the concepts and the practice of representative democracy and active citizenship; or ▪ facilitating dialogue between young people and decision-makers at all levels (local, regional, national and European); or ▪ any combination of the above.
Quality of the project and methods proposed (30%)	▪ **The quality of project design** (quality of the *partnership*/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring *protection and safety* of participants) ▪ **The quality of project content and methodology** (theme of common interest and relevance to the group of young participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ **The quality of project reach** (*impact*, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; *dissemination and exploitation of results*).
Profile and number of participants and promoters (20%)	▪ Involvement of *young people with fewer opportunities* ▪ Number of countries and partner promoters involved

What else should you know about a Youth Democracy project?

Multi-Measure projects - Action 1

Youth Democracy Projects can be part of a Multi-Measure project under Action 1. For further information, please consult section 'Multi-Measure projects' of this Action.

Participation of decision-makers/experts in a Youth Democracy Project

If the project foresees the participation of decision-makers/experts in the Activity, none of the costs directly related to their participation (travel, food, accommodation, visa, special needs, etc.) can be covered by the Youth in Action grant. Such costs should be covered through other sources of financial contribution to the project (promoters' own resources, and/or national, regional, local or private assistance).

Independent promoters

In the context of a Youth Democracy Project, although promoters can be affiliated to each other or to a common network, each promoter must not depend upon another promoter for deciding, implementing or financing its operation.

Example of a Youth Democracy Project

40 young people from 11 Programme Countries meet for 10 days in view to simulate the work and decision-making process of the European Parliament. The participants appoint the president of their Parliament and also create parliamentary groups and committees to discuss on commonly identified issues that are on top of the EU agenda and are relevant for the life of young people in Europe. After the preparation phase which is based on real documents and real works of the European Parliament they simulate the plenary session of the European Parliament. During the 10 days they also meet with representatives from EU institutions, notably from the European Parliament.

What are the funding rules?

If the project is selected, the following funding rules will apply to the grant:

Eligible costs		**Financing mechanism**	**Amount**	**Rule of allocation**	**Reporting obligations**
Activity costs	*Eligible direct costs* - Travel costs - Accommodation/food costs - Organisation of seminars, meetings, consultations, activities - Publications/translations / information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project *Eligible indirect costs* (7% of eligible direct costs)	*Percentage of actual costs*	75% of the total eligible costs. (unless a lower % of grant is requested by the applicant) Maximum € 50 000	Conditional: objectives and Activity programme must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts/travel tickets (only for direct costs). Achievements to be described in *final report*. Signature list of all participants.

How to develop a good project?

The 'Award criteria' table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
  Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective follow-up and dissemination of the results achieved through the Activity.

  The setting-up of a partnership composed of promoters having different profiles (e.g. involving local authorities together with non-governmental organisations) may facilitate the implementation of the Activity (notably when the Activity aims to ensure interaction between young people and decision-makers).

- **Quality of the preparation phase**
  The preparation phase is of crucial importance for the success of a Youth Democracy Project. During this phase, the promoters should agree on the common theme of the Youth Democracy Project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material, linguistic support). The preparation phase should furthermore enhance the participants' involvement in the Youth Democracy Project and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

- **Quality of Activity programme**
  The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme.

- **Quality of the evaluation phase**
  In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes.

  Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

- **Quality of measures ensuring protection and safety of participants**
  During the planning and preparation phase of the project, promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at last one leader who have first aid training, emergency services contacts, disclosure procedure...). It is also useful to settle a common 'code of behaviour' which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco …). At the same time leaders are encourage to have a common understanding and position on certain issues - particularly in emergency situation. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (please consult Annex III of this Guide).

Quality of project's content and methodology

- **Theme of common interest and relevance to the group of participants**
  The project should have a clear thematic concept, which promoters wish to explore together. The chosen theme should be agreed together and should reflect interests and needs of participants. The theme has to be translated into the concrete daily activities of the Youth Democracy Project.

- **Non-formal learning methods applied**
  The project should follow the principles of non-formal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role play, outdoor activities, ice-breakers, round-tables, etc.) to address different needs of participants and desired outcomes. In general terms, the project should be based on an intercultural learning process stimulating creativity, active participation and initiative.

- **Active involvement of participants in the project**
  The Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.

- **Promotion of social and personal development of participants**
  The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development.

- **Intercultural dimension**
  The Youth Democracy Project should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

- **European dimension**
  The Youth Democracy Project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

  - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
  - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
  - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
  - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality of project reach

- **Impact, multiplying effect and follow-up**
  The impact of a Youth Democracy Project should not just be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

  The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Youth Democracy Project in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results.

  Furthermore, promoters and participants are called to reflect systematically upon possible measures to ensure a follow-up of the Youth Democracy Project. Will the event be repeated? Could a new promoter be involved in a new Youth Democracy Project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/visibility of Youth in Action Programme**
  Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the planned Activity, as well as the opportunities offered by the Youth in Action Programme. Visibility and measures mainly occur before and during the implementation of the Youth Democracy Project. Such measures can be divided into two broad categories:

  - Visibility of the project
    Promoters and participants should 'publicise' the project - as well as its aims and objectives - and spread the 'youth message' throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

  - Visibility of the Youth in Action Programme
    As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as 'multiplier' of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme of the Youth Democracy Project. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**
  Each promoter should put in place measures to disseminate and exploit the results of the Youth Democracy Project. Standard dissemination and exploitation measures may have the same format of visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than its Activity and objectives. For this reason, dissemination and exploitation measures occur mainly after the Youth Democracy Project has taken place. As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. Examples of additional dissemination and exploitation measures are organising public events (presentations, conferences, workshops…); creating audio-visual products (CD-Rom, DVD…); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes…); developing information material (newsletters, brochures, booklets, best practice manuals…); creating an Internet portal, etc.

Action 1 - Multi-Measure projects

What is a Multi-Measure project?

Through a Multi-Measure project, a promoter who aims to carry out several Activities under Action 1 over a period of up to 18 months can submit a single application combining:

- either between two and five Activities of the same type (e.g. from two to five Youth Exchanges)
- or between two and five Activities of different types (e.g. one Multilateral Youth Exchange, two Youth Initiatives and one Youth Democracy Project).

All Activities supported through Action 1 can be combined within a Multi-Measure agreement, except for Bilateral and Trilateral Youth Exchanges.

The aims of a Multi-Measure project are specifically to:

- reduce the administrative burden on promoters that have experience in managing grants under the Youth in Action Programme or other European Community Programmes
- move the focus to quality aspects in project planning and implementation
- enable the setting up of wider visibility and dissemination measures.

What are the criteria used to assess a Multi-Measure project?

Eligibility criteria

The same criteria defined in sub-Actions 1.1, 1.2 and 1.3 apply to Activities eligible under the framework of a Multi-Measure project. In addition to those criteria, eligible promoters must have already received a grant for different projects on at least three previous occasions.

Exclusion criteria

The same *exclusion criteria* defined in sub-Actions 1.1, 1.2 and 1.3 apply to Activities eligible within the framework of a Multi-Measure project Action 1.

Selection criteria

The same *selection criteria* defined in sub-Actions 1.1, 1.2 and 1.3 apply to Activities eligible within the framework of a Multi-Measure project Action 1.

Award criteria

The same award criteria defined in sub-Actions 1.1, 1.2 and 1.3 apply to Activities eligible within the framework of a Multi-Measure project Action 1.

What else should you know about a Multi-Measure project Action 1?

Each Activity foreseen in a Multi-Measure project will be assessed separately according to the criteria set above. The National Agency or Executive Agency may reject one of more Activities included in the Multi-Measure project due to non-compliance with any of the criteria above. In such cases, the project may still be approved even though the number of Activities will be reduced. This will imply a consequent reduction of the grant awarded to the project.

Action 2 - European Voluntary Service

Objectives

The aim of the European Voluntary Service (EVS) is to develop solidarity and promote active citizenship and mutual understanding among young people.

What is a European Voluntary Service project?

The European Voluntary Service enables young people to carry out voluntary service for up to 12 months in a country other than their country of residence. It fosters solidarity among young people and is a true 'learning service'. Beyond benefiting local communities, volunteers learn new skills and languages, and discover other cultures.

An EVS project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

An EVS project can focus on a variety of themes and areas of intervention, such as culture, youth, sports, social care, cultural heritage, arts, civil protection, environment, development cooperation, etc. High-risk interventions in immediate post-crisis situations (e.g. humanitarian aid, immediate disaster relief, etc.) are excluded.

It is designed to implement one or more EVS Activities.

EVS Activity

An *EVS Activity* has three essential components:

The Service: the volunteer is hosted by a promoter in a country other than her/his country of residence and carries out voluntary service for the benefit of the local community. The service is unpaid, non profit-making and full-time.

EVS Training and Evaluation Cycle: the promoters involved in the EVS Activity must ensure that each volunteer participates in:

- pre-departure training
- on-arrival training
- mid-term evaluation (for a Service lasting more than 4 months)
- evaluation of the Activity.

All training courses must comply with the Guidelines and minimum quality standards set by the Commission; details are available on the website of the European Commission.

For further information on the EVS Training and Evaluation Cycle, please consult section 'What else should you know about EVS?' under this Action.

Ongoing volunteer support: the promoters must provide personal, task-related, linguistic and administrative support to each volunteer involved in the Activity.

For further information, please consult section 'What else should you know about EVS?' under this Action.

An EVS Activity involving *young people with fewer opportunities* includes specific elements to ensure that adequate support is provided to the volunteers.

According to the number of promoters and volunteers involved, an EVS Activity can be defined as an Individual or Group EVS Activity:

- Individual EVS Activity: 1 volunteer sent by one Sending Organisation to one Host Organisation

- Group EVS Activity: between 2 and 100 volunteers sent by one or several Sending Organisations to one or several Host Organisations. The distinguishing feature of the Group EVS Activity is that volunteers carry out their Service in the same time frame and the tasks they carry out are linked to a common thematic. A Group EVS Activity can also be linked to a specific event; in this case the Activity requires a solid partnership with the organising body of the event and the volunteers' tasks must all relate to the event.

The EVS Charter

The *EVS Charter* is part of the Youth in Action Programme Guide and highlights the roles of each promoter in an EVS project, as well as the main principles and quality standards of EVS. Each EVS promoter must adhere to the provisions set out in this Charter.

Promoters decide together - in line with this Charter - how to share tasks and responsibilities and the grant within each Activity of the EVS Project. These divisions are formalised through an *EVS Activity Agreement* between promoters.

For more information on the EVS Charter and the EVS Activity Agreement, please consult section 'What else should you know about EVS?' under this Action.

What EVS is not

- occasional, unstructured, part-time volunteering
- an internship in an enterprise
- a paid job; it must not replace paid jobs
- a recreation or tourist activity
- a language course
- exploitation of a cheap workforce
- a period of study or vocational training abroad

What are the criteria used to assess an EVS project?

Eligibility Criteria

Eligible promoters	Each *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ a *body active at European level in the youth field*; or ▪ an international governmental organisation; or ▪ a profit-making organisation (only when it organises an event in the area of youth, sport or culture). Each promoter must be from a Programme Country, a Neighbouring Partner Country or an Other Partner Country of the World. The project promoters established in a Programme Country or in *South East Europe* must be *accredited*.
Role of promoters	Promoters involved in the EVS Project perform the following roles and tasks: ***Coordinating Organisation*** (CO) of the project, ***Sending Organisation*** (SO) in one or several Activities, ***Host Organisation*** (HO) in one or several Activities. There is only one CO per EVS project, regardless of the number of EVS Activities and promoters foreseen in the project. The CO doesn't necessarily have to be a SO or HO in the project (although it may be). In EVS projects involving only one volunteer, either the SO or the HO acts as CO.

Number of promoters	**Individual EVS Activity:** two promoters (one SO + one HO) from different countries, of which at least one is from an EU country. **Group EVS Activity**: two or more promoters (one or more SOs + one or more HOs) from different countries, of which at least one is from an EU country. In the EVS project, the number of promoters from Partner Countries does not exceed the number of promoters from Programme Countries. The EVS Activity is not affected by this criterion, as long as this rule is respected in the overall EVS project.
Eligible participants	Young people aged between 18 and 30, *legally resident* in a Programme Country or Partner Country. Volunteers are selected regardless of their background. Volunteers with fewer opportunities can participate from the age of 16. Volunteers may be identified after the application has been submitted.
Number of participants	**EVS project:** from 1 to 100 volunteers. **Individual EVS Activity:** 1 volunteer. **Group EVS Activity:** from 2 to 100 volunteers. If a project involves *Partner Countries*, the number of volunteers coming from Partner Countries in the project cannot exceed the number of volunteers coming from Programme Countries. Exception: EVS projects involving only one volunteer coming from a Partner Country.
Venue of the Service	The Service takes place in a Programme Country or in a Partner Country. The eligibility of the venue depends on the country of origin of the volunteer. **A volunteer from a Programme Country** can carry out her/his Service in another Programme Country, a Neighbouring Partner Country or an Other Partner Country of the World. **A volunteer from a Neighbouring Partner Country or from an Other Partner Country of the World** must carry out her/his Service in a Programme Country.
Duration of project	Up to 24 months.
Duration of the Service	**Individual EVS Activity or Group EVS Activity involving less than 10 volunteers:** the Service lasts a minimum of 2 months and a maximum of 12 months. **Group EVS Activity involving at least 10 volunteers:** the Service lasts a minimum of 2 weeks and a maximum of 12 months. **EVS Activity involving young people with fewer opportunities:** the Service lasts a minimum of 2 weeks and a maximum of 12 months. A volunteer can take part in only one EVS Activity. **Exception:** volunteers with fewer opportunities can take part in more than one EVS Activity provided that the total duration of the combined periods of Service does not exceed 12 months.
Service programme	An overview of the EVS project as well as a timetable describing a standard week of Service of each EVS Activity in the project must be annexed to the *application form*.
Who can apply?	To be eligible as an applicant a promoter must be *legally established* either in a Programme Country or in South East Europe. **Applications submitted to the National Agencies** (see below, section 'Where to apply?'): One of the promoters assumes the role of Coordinating Organisation and applies to its National Agency for the whole project ('*one-sided funding*') on behalf of all promoters. In order to maintain a clear link to the country where the NA is based: either all Sending Organisations of a given EVS Activity or all Host Organisations of a given EVS Activity must be based in the country of the Coordinating Organisation. **Applications submitted to the Executive Agency** (see below, section 'Where to apply?'): One of the promoters assumes the role of Coordinating Organisation and applies to the Executive Agency for the whole project ('one-sided funding') on behalf of all promoters.

When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (please consult Part C of this Guide). As an exception, EVS projects composed of one or several Activities that all involve young people with fewer opportunities with Service(s) lasting between 2 weeks and 2 months may be accepted up to two weeks before the regular selection committee. For further information on the dates of these selection committees, please contact the relevant National Agency or the Executive Agency.
Where to apply?	**Applications to be submitted to the Executive Agency:** ▪ applications by bodies active at European level in the youth field ▪ applications by promoters established in a Neighbouring Partner Country of South East Europe ▪ applications involving promoters from *Other Partner Countries of the World* ▪ applications by intergovernmental organisations ▪ applications by profit-making bodies organising an event in the area of youth, sport or culture ▪ applications for projects linked to large-scale European or international events (European Capital of Culture, European Sports Championship, etc.). **Applications to be submitted to the National Agencies:** applications by all other eligible applicants established in a Programme Country.
How to apply?	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.
Other criteria	***Advance Planning Visit*** (only for EVS Activity involving young people with fewer opportunities). If an APV is foreseen, it must meet the following *eligibility criteria*: ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: maximum 2 participants, 1 is always from the SO; if a second participant is involved, s/he has to be a selected volunteer ▪ programme of the APV: a daily timetable of the APV must be annexed to the application form. **Mentor:** A mentor must be identified in the *Host Organisation*. The mentor cannot be the person who assigns and supervises the tasks of the volunteer. **Volunteer selection process:** The promoter guarantees the transparency and openness of the volunteer selection process.

Exclusion Criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection Criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award Criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.

Quality of the project and methods proposed (50%)	▪ **The quality of project design** (quality of the *partnership*/active involvement of all promoters in the project; quality of the volunteer(s) selection process; quality of the preparation phase; quality of the Service and volunteer's tasks; quality of the support and training offered to the volunteer; quality of the evaluation phase of the project; quality of risk prevention and crisis management measures; quality of specific elements foreseen in projects including young people with fewer opportunities) ▪ **The quality of project content and methodology** (compliance with the qualitative criteria of the EVS Charter; active involvement of the volunteer(s) in the Activity; promotion of social and personal development of the volunteer(s); role of the Mentor; intercultural dimension; European dimension) ▪ **The quality of project reach** (*impact* and multiplying effect; visibility of the project/visibility of the Youth in Action Programme; *dissemination and exploitation of results*).
Profile of participants (20%)	▪ Involvement of *young people with fewer opportunities* ▪ The geographic origin of volunteers involved in each EVS Activity is balanced.

What else you should you know about EVS

What are the roles of promoters involved in EVS?

The EVS Charter annexed to this Programme Guide describes the role of EVS promoters acting as Sending, Host or Coordinating Organisation. Furthermore, the Charter defines the main principles of EVS and the minimum quality standards that must be respected within an EVS project.

According to the EVS Charter, promoters jointly decide how to share tasks and responsibilities and the EVS grant within each Activity of the EVS project.

This section suggests how such roles and tasks could be shared (in some cases these roles must be compulsorily performed by a given promoter).

Coordinating Organisation
▪ bears the financial and administrative responsibility for the entire project towards the National Agency or the Executive Agency ▪ coordinates the project in cooperation with all Sending and Hosting Organisations ▪ distributes the EVS grant between all Sending and Host Organisations, in line with the distribution of tasks formalised in the EVS Activity Agreement ▪ ensures that the volunteer(s) attend(s) the full EVS Training and Evaluation Cycle ▪ provides support to the volunteer(s) it places in the Host Organisation(s) ▪ carries out all or some of the administrative tasks of the Sending or Host Organisation(s) involved in the project ▪ ensures, with the Sending and Host Organisations, that each volunteer is covered by the obligatory EVS group Insurance plan foreseen in the Youth in Action Programme ▪ arranges with the Sending and Host Organisations a visa for the volunteer(s) who need it. The National/Executive Agencies can issue visa support letters, if needed ▪ completes, with the Sending, Host Organisation and the volunteer, and issues, a Youthpass certificate for those volunteers who want to receive it at the end of their EVS.

Sending Organisation
▪ **Preparation** - helps the volunteer(s) to find and contact a Host Organisation - ensures the participation of the volunteer(s) in the pre-departure training course - provides adequate preparation for the volunteer(s) before departure, according to the individual needs of the volunteer(s).

- **Contact during the voluntary service**
- keeps in contact with the volunteer(s) and with the Host Organisation(s) during the project.
- **Upon volunteer's return**
- ensures the participation of the volunteers in the evaluation of the Activity
- provides support to volunteer(s) to help reintegrate them into their home community
- gives volunteers the opportunity to exchange and share experiences
- encourages the involvement of the volunteer(s) in dissemination and exploitation of results
- provides guidance regarding further education, training or employment opportunities.

Host Organisation

- **Mentor**
- identifies a mentor who is responsible for providing personal support to the volunteer(s).
- **Task-related support**
- offers supervision and guidance to the volunteer(s) through experienced staff.
- **Personal support**
- provides personal support to volunteer(s)
- gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.
- encourages contact with other EVS volunteers whenever possible.
- **EVS Training and Evaluation cycle and language support**
- ensures the participation of the volunteer(s) in the on-arrival training and mid-term evaluation
- arranges language learning opportunities.
- **Principles of the Service**
- ensuring universal accessibility to EVS: Host Organisations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.; neither can they require qualifications or a certain educational level in order to select the volunteer(s)
- offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated
- identifying clear learning opportunities for the volunteer(s).
- **Accommodation and food**
- providing suitable accommodation and meals (or a food allowance, covering also the holiday period) to the volunteer(s).
- **Local transport**
- ensuring that means of local transport are available for the volunteer(s).
- **Allowance**
- giving the due allowance to the volunteer(s) on a weekly or monthly basis.

What is an EVS Activity Agreement?

In order to guarantee the smooth and transparent implementation of EVS projects, promoters and volunteer(s) involved in any EVS Activity are asked to formalise their distribution of tasks, responsibilities and share of the EU grant through an internal agreement, defined as an EVS Activity Agreement. This Agreement also lays down the tasks, working hours and practical arrangements as well as the expected learning process and learning objectives of the volunteer(s).

An EVS Activity Agreement must contain the original signature of the legal representative of the Coordinating, Sending and Host Organisations as well as of the volunteer(s) involved in the EVS Activity. All signatories should receive a copy of the Agreement; the Agreement is binding on all of them. Where there is doubt or dispute, the criteria and rules of EVS, as stipulated in the Programme Guide, shall prevail over the Activity Agreement.

The Youth in Action Programme defines the minimum requirements which must be contained in the Activity Agreement, leaving up to promoters and volunteers the choice of format and level of detail of this document.

These minimum requirements, as well as the provisions relating to submission and amendment of the Agreement, are described in the application form.

The Coordinating Organisation must send a copy of the Activity Agreement to the National Agency or the Executive Agency which has selected the project.

If the EVS project is implemented through more than one EVS Activity, the Coordinating Organisation must submit a separate Activity Agreement for each planned EVS Activity.

The EVS Activity Agreement must be submitted either with the application form or at a later stage, but in all circumstances, no later than 6 weeks before the start of the EVS Activity.

In the latter case, different payment procedures apply to the grant agreement signed with the beneficiary (please consult Part C of this Guide).

What training and evaluation events must the EVS volunteer attend?

Pre-departure training

Pre-departure training gives volunteers an opportunity to talk about their expectations, develop their motivation, and obtain information on their host country and on the Youth in Action Programme. It can also be an opportunity for volunteers to meet and speak to former EVS volunteers. Duration is on average three days.

On-arrival training

On-arrival training takes place upon arrival in the host country. It introduces volunteers to their host country and their host environment, and helps them to get to know each other. Duration is on average seven days.

Mid-term evaluation (compulsory only for Services lasting more than 4 months)

Mid-term evaluation provides volunteers with an opportunity to evaluate their experience so far, as well as to meet other volunteers from different projects throughout the host country. Duration is on average two and a half days.

Evaluation of the Activity

The evaluation of the Activity addresses the realisation of the EVS Activity: aims, objectives, motivation, expectations, and tasks performed during the Service. It brings together the volunteers and their Sending Organisations with the aim of reflecting on what happened during the EVS Activity and assessing the support and communication provided by the Sending Organisations. It also aims to facilitate reintegration of the volunteers into their home country. Duration is on average three days.

Who organises the EVS Training and Evaluation cycle?

EVS volunteers have the right and obligation to participate in these training and evaluation sessions. Responsibility for organising the EVS Training and Evaluation Cycle depends on where the events are to take place.

In **Programme Countries** the training/evaluation is organised by the National Agencies (including for those volunteers selected in projects approved by the Executive Agency).

In **South East Europe (SEE)** the training/evaluation is organised by SALTO SEE Resource Centre (including for those volunteers selected in projects approved by the Executive Agency).

The granting Agency (National or Executive) may, exceptionally, authorise beneficiaries to organise all or some of the training/evaluation sessions relating to their project, if there is a particular situation duly justified in the application form.

In **all other Partner Countries** the training is organised by EVS Sending, Host or Coordinating organisations in line with the *Volunteer Training: Guidelines and Minimum Quality Standards* of the European Commission (see: Commission website). Financial support is provided to beneficiaries that organise these sessions (see funding rules); the additional financial support must be requested in the application form.

In Eastern Europe and Caucasus, the SALTO EECA Resource Centre provides support for the EVS Training and Evaluation Cycle organised in the EECA countries.

What is accreditation of EVS promoters?

Accreditation serves to gain access to EVS and to ensure that the minimum quality standards of EVS are met.

Who?

Any promoter from a Programme Country or from South East Europe wishing to send or host EVS volunteers or to coordinate an EVS project must be accredited. Promoters outside the Programme Countries and South East Europe can participate in EVS projects without accreditation.

How?

To be accredited, a promoter must submit an *Expression of Interest* form (EI) describing their general motivation and ideas for EVS activities (see Commission's webpage http://ec.europa.eu/youth/yia/forms/forms_yia_en.html). This form must be submitted to the relevant bodies responsible for accreditation (see below). The same promoter may request one or more types of accreditation (as Sending, as Host, as Coordinating Organisation).

When?

Expression of Interest forms can be submitted at any time (no deadline). However, promoters are strongly invited to submit their request within reasonable time before the submission of the EVS project application (in principle, at least 6 weeks before). This is in order to avoid the EVS project being rejected by the National or Executive Agency due to the fact that some of the promoters involved in it are not accredited by the time the application is assessed.

By whom?

Accreditation is carried out by:

- the **Executive Agency**: for promoters that are a) a body active at European level in the youth field; or b) an international governmental organisation or c) a profit-making organisation organising an event in the area of youth, sport or culture)
- the **National Agency** of the country of the promoter, for all other project promoters located in Programme Countries
- **SALTO SEE Resource Centre** for all other project promoters located in South East Europe.

Note: The EI form must be completed in English.

What's next?

Ideally, the assessment of the EI and the accreditation process are carried out within six weeks after receipt of the EI. In the case of approval, the responsible bodies will assign an EI reference number and communicate it to the promoter; this number must be mentioned in any application form relating to EVS projects the promoter is involved in.

The accreditation is valid for the period indicated in the EI; however, the maximum eligible duration is three years. After the expiration of the validity period, the accreditation can be renewed by submitting a new EI.

All promoters must apply the principles of the EVS Charter at all stages of the project; this is a basis for accreditation.

The responsible structures may withdraw the accreditation at any time where there is non-compliance with the EVS Charter.

In order to facilitate partner-finding, project descriptions and profiles of all accredited promoters are published in a database of European Voluntary Service promoters. The database can be consulted at: http://ec.europa.eu/youth/program/sos/hei/hei_en.cfm.

How is the volunteer selection process carried out?

Volunteers are chosen regardless of their ethnic group, religion, sexual orientation, political opinion, etc. No previous qualifications, educational level, specific experience or more than basic language knowledge should be required. A more specific profile of the volunteer might be drawn up if justified by the nature of the tasks of the Service or by the project context but even in this case selection on the basis of professional or education qualifications is excluded.

EVS Insurance

Every EVS volunteer must be enrolled into the Group Insurance Plan for EVS volunteers foreseen by the Youth in Action Programme, which complements the coverage by national social security systems - if applicable.

The Coordinating Organisation, in cooperation with the Sending and Host Organisations, is responsible for the enrolment of the volunteer(s). This enrolment must be done before the departure of the volunteer(s) and cover the duration of the Service.

An insurance Guide including all the information on the coverage and support provided, as well as instructions on the online enrolment process, is available at www.europeanbenefits.com.

Youthpass

Youthpass applies to Action 2 as of 2007. For more information on Youthpass, please consult Part A of this Guide.

What support is available?

Within European Voluntary Service, quality and technical support to young people and promoters is provided by National Agencies and the EVS Advice and Support Organisations at national level, and by the Education, Audiovisual and Culture Executive Agency and the Commission at European level.

The core service consists of helping, on request, with the identification of volunteers and EVS Sending, Host and Coordinating Organisations and supporting the matching of volunteer and organisation based on mutual interests, profiles and expectations.

This is mainly intended to help those who want to get involved in EVS, but do not yet have the necessary European or international contacts. In this context, the Internet database of accredited EVS organisations can also be of great help: http://ec.europa.eu/youth/program/sos/hei/hei_en.cfm.

Other services may also be available. Please contact your National Agency or the Executive Agency to find out more.

Furthermore, once the project is selected, additional support can be given by the Youth Helpdesk of the Executive Agency, which provides assistance to all the volunteers participating in an EVS project in crisis/risk situations and assists in visa issues. http://eacea.cec.eu.int/youth/programme/index_en.htm/helpdesk

EVS Advice and Support Organisations

To complement EVS services, EVS Advice and Support Organisations are identified by National Agencies from civil society and the public sector. The EVS Advice and Support Organisations help with the identification of volunteers and EVS Sending and Host Organisations on request. They can also help to match the interests, profiles and expectations of volunteers and organisations and assist with partnership-building. However, the actual recruitment and selection of volunteers remain the responsibility of Sending/Host/Coordinating Organisations and cannot be taken over by EVS Advice and Support Organisations or National Agencies.

In addition to these core tasks, EVS Advice and Support Organisations may also assist in developing the thematic or geographic scope of EVS or in reaching out to a certain target group. The exact set of services is determined by the National Agencies in light of the Youth in Action priorities, the respective capacities and the situation of EVS in a given country. In justified cases, a similar advisory and supportive role may also be conferred on individuals. EVS Advice and Support Organisations may also send, host or coordinate volunteers themselves and receive a project grant for this, provided that they are accredited EVS sending, host or Coordinating Organisations.

EVS Advice and Support Organisations must not take over contractual or financial management responsibility from National Agencies.

Former EVS volunteer structures

Any volunteer may choose to become involved in the activities of the national structures of former EVS volunteers during or after the EVS.

These structures work on youth and volunteering issues. Their activities generally include providing support to EVS volunteers and setting up platforms for communication and networking among former EVS volunteers for sharing experiences.
For details, please contact your National Agency or the Executive Agency.

Examples of EVS projects

EVS Project including 1 Activity (Individual EVS)

A Italian promoter acting as the Coordinating Organisation submits one grant application by the 1 April 2008 deadline to the Italian National Agency.

It includes one Activity: the same Italian promoter sending 1 volunteer to a theatre association in the United Kingdom, for 7 months of Service (07/2008 to 01/2009).

The project involves 1 Sending Organisation (also Coordinating Organisation), 1 Host Organisation and 1 volunteer.

EVS Project including 1 Activity (Group EVS)

A German promoter acting as the Coordinating Organisation submits one grant application by the 1 September 2009 deadline to the Executive Agency.

It includes one Activity: five promoters from Spain, Sweden, Ireland, Hungary, Slovakia sending 12 volunteers to three German associations cooperating with the organising committee of Essen European Capital of Culture 2010, for 1 month of Service (04/2010 to 05/2010).

The project involves 1 Coordinating Organisation, 5 Sending Organisations, 3 Host Organisations and 12 volunteers.

EVS Project including 3 Activities

A French promoter acting as Coordinating Organisation submits one grant application by the 1 June 2008 deadline to the French National Agency.

The EVS project includes three EVS Activities:

- Activity 1: Two Polish promoters sending 2 volunteers in an orphanage in France. The volunteers are hosted by one French Host Organisation and they carry out their Service for a period of 8 months (02 to 10/2009).
- Activity 2: Four French promoters sending in total 20 volunteers to 20 caring centres for young people with disability located in Albania, Belgium, Greece, and Romania for 6 months (09/2009 to 03/2010).
- Activity 3 (Inclusion Activity): One French promoter sending 1 volunteer with fewer opportunities (for instance, a young person facing social difficulties because s/he dropped out of school) to a social and leisure centre for young refugees in Finland for 12 months (04/2009 to 03/2010).

In total, 1 Coordinating Organisation, 7 Sending Organisations, 22 Host Organisations, and 23 volunteers would be involved in the project.

The graphic below illustrates the main steps of this project example:

I. **Project preparation** including contacts with promoters, elaboration of the volunteers' selection process, timetable of all the EVS Activities, etc. (10 to 12/2008: 3 calendar months)

II. EVS Activities (01/2009 to 03/2010: 15 calendar months)	Activity 1	**Preparation** of the 2 volunteers (pre-departure training, etc.)	**Service (2 months)**	**Evaluation** of the Activity with the volunteers, and support for **reintegration**
	Activity 2	**Preparation** of the 20 volunteers (pre-departure training, etc.)	**Service (6 months)** + mid-term evaluation	**Evaluation** of the Activity with the volunteers, and support for **reintegration**
	Activity 3	**Preparation** of the volunteer (Advanced planning visit -possible because it is an inclusion Activity; pre-departure training, etc.)	**Service (12 months)** + mid-term evaluation	**Evaluation** of the Activity with the volunteer, and support for **reintegration**

III. **Project evaluation** (final report, etc.) (04 and 05/2010: 2 months)

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

A) Action 2 Overview of funding rules

Eligible costs		**Financing mechanism**	**Amount***	**Rule of allocation**	**Reporting obligations**
Travel costs of the volunteer(s)	Travel costs from home to the venue of the project and return (one return ticket). Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket).	*Percentage of actual costs*	100% of eligible costs	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.
Sending Activity costs	Recruitment, preparation of the volunteer, staying in contact with the volunteer, evaluation, administration/communication.	*Scale of unit costs*	€ 450 x number of volunteers	Automatic	Achievements to be described in *final report*.
Host Activity costs	Support to the volunteer (task-related, linguistic and personal support, mentor), accommodation, food, local transport, administration/communication.	Scale of unit costs	€ 450 x number of volunteers x number of months of Service abroad	Automatic	Achievements to be described in final report. Signed declaration of the volunteer regarding the support received.
Visa costs, visa-related costs and vaccination costs	Visa costs, visa-related costs, residence permit and vaccination costs.	Percentage of actual costs	100% of eligible costs	Conditional: need for and objectives of exceptional costs must be justified in application form	Full justification of the costs incurred, copy of invoices/receipts.
Volunteer's allowance	'Pocket money' of the volunteer for additional personal expenses (to be given weekly or monthly).	Scale of unit costs (country-specific, see table D below)	Monthly allowance in € x number of months of Service abroad x number of volunteers	Automatic	Signed declaration of the volunteer.
Coordination costs	Costs for coordination, monitoring, networking, communications, administration, arranging insurance, helping with visa, arranging meetings of the promoters. NOT granted if there is only one HO and one SO.	Scale of unit costs + Scale of unit costs	€ 180 x number of promoters (excluding the Coordinating Organisation) + € 150 x number of volunteers	Conditional: content and objectives of coordinating activities must be justified in the application form.	Achievements to be described in the final report.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	Percentage of actual costs	100% of eligible costs Up to € 500 x number of promoters	Conditional: dissemination and exploitation activities must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts. Achievements to be described in final report.

B) Action 2 Overview of additional funding rules for projects including young people with fewer opportunities

Eligible costs		Financing mechanism	Amount*	Rule of allocation	Reporting obligations
Costs related to an Advance Planning Visit	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket)	Percentage of actual costs	100% of eligible costs	Conditional: need for and objectives of Advance Planning Visit must be justified in the application form	Full justification of the costs incurred, copy of travel tickets/invoices.
	+ Accommodation costs and other costs during the visit.	+ Scale of unit costs	+ € 48 x number of nights (max. 2 nights) x number of participants of Sending Organisation		Achievements to be described in final report.
Cost related to a reinforced mentorship	Costs directly related to additional personal support to volunteers with fewer opportunities during preparation, EVS Activity abroad.	Scale of unit costs	€ 250 x number of volunteers x number of months of Service abroad	Conditional: need for and objectives of reinforced mentorship as well as details of personal support must be justified and explained in the application form	Achievements to be described in final report.
Exceptional costs	Costs directly related to volunteers with fewer opportunities/special needs.	Percentage of actual costs	100% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.

Which costs can be covered under the category exceptional costs?
Exceptional costs eligible for grant are costs related to young people with fewer opportunities and/or with special needs.

In this case, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage; translation/ interpretation.

For a definition of eligible and non-eligible costs, please consult Part C of this Guide.

C) Action 2 Training and Evaluation Cycle

Eligible costs		Financing mechanism	Amount*	Rule of allocation	Reporting obligations
Costs related to on-arrival training	Costs directly linked to the organisation of the event, including travel costs to the training place and return.	Percentage of actual costs	100% of eligible costs Up to € 900 x number of participants (volunteers, trainers, etc.)	NOT granted for training taking place in a Programme Country or in South East Europe (since, in these countries, training sessions are organised by or on behalf of the National Agencies and SALTO SEE - free of charge), unless exceptionally authorised. For training taking place in other countries, the allocation is conditional: objectives, content, and a programme of the planned activities must be described/ included in application and be in line with Commission's minimum standards for volunteer training.	Full justification of the costs incurred, copy of invoices/receipts.
Costs related to pre-departure training, mid-term evaluation, evaluation of the Activity	Costs directly linked to the organisation of the event, including travel costs to the training place and return.	Percentage of actual costs	100% of eligible costs Up to € 500 x number of participants (volunteers, trainers, etc.)	NOT granted for training taking place in a Programme Country or in South East Europe (since, in these countries, training sessions are organised by or on behalf of the National Agencies and SALTO SEE - free of charge), unless exceptionally authorised. For training taking place in other countries, the allocation is conditional: objectives, content, and a programme of the planned activities must be described/ included in application and be in line with Commission's minimum standards for volunteer training.	Full justification of the costs incurred, copy of invoices/receipts.

* Lump sums and scales of unit costs can be adapted by National Agencies. A promoter applying at national level must use the lump sums and scales of unit costs defined by the National Agency of its country. The amounts applicable at national level are published on the websites of the European Commission and of the National Agencies.

D) Volunteer's allowance per month of voluntary Service abroad

Programme Countries

Member States of the European Union (EU)[10]	
Austria	110 €
Belgium	105 €
Bulgaria	65 €
Cyprus	95 €
Czech Republic	95 €
Denmark	140 €
Estonia	85 €
Finland	120 €
France	125 €
Germany	105 €
Greece	95 €
Hungary	95 €
Ireland	125 €
Italy	115 €
Latvia	80 €
Lithuania	80 €
Luxembourg	105 €
Malta	95 €
Netherlands	115 €
Poland	85 €
Portugal	95 €
Slovak Republic	95 €
Slovenia	85 €
Spain	105 €
Sweden	115 €
Romania	60 €
United Kingdom	150 €
Countries of the European Free Trade Association (EFTA)which are members of the European Economic Area (EEA)	
Iceland	145 €
Liechtenstein	130 €
Norway	145 €
Candidate country	
Turkey	85 €

[10] Individuals from an Overseas Country and Territory (OCT), and where applicable the relevant public and/or private bodies and institutions in an OCT, shall be eligible for the Youth in Action Programme, subject to the rules of the Programme and the arrangements applicable to the Member State with which they are connected. The concerned OCTs are listed in annex 1A of Council decision of 27 November 2001 on the association of the overseas countries and territories with the European Community (2200/822/EC), Official Journal L 314 of 30 November 2001.

Neighbouring Partner Countries	
Eastern Europe and Caucasus	
Armenia	70 €
Azerbaijan	70 €
Belarus	90 €
Georgia	80 €
Moldova	80 €
Russian Federation	90 €
Ukraine	80 €
Mediterranean Partner Countries	
Algeria	85 €
Egypt	65 €
Israel	105 €
Jordan	60 €
Lebanon	70 €
Morocco	75 €
Palestinian Authority of the West Bank and Gaza Strip	60 €
Syria	80 €
Tunisia	60 €
South East Europe	
Albania	50 €
Bosnia and Herzegovina	65 €
Croatia	60 €
Former Yugoslav Republic of Macedonia (FYROM)	50 €
Montenegro	80 €
Serbia	80 €

Other Partner Countries of the World	
Afghanistan	50 €
Angola	80 €
Antigua and Barbuda	85 €
Argentina	75 €
Australia	75 €
Bahamas	75 €
Bangladesh	50 €
Barbados	75 €
Belize	50 €
Benin	50 €
Bolivia	50 €
Botswana	50 €
Brazil	65 €
Brunei	60 €
Burkina Faso	55 €
Burundi	50 €
Cambodia	50 €
Cameroon	55 €
Canada	65 €
Cape Verde	50 €
Central African Republic	65 €
Chad	65 €
Chile	70 €
China	55 €
Colombia	50 €
Comoros	50 €
Congo (Democratic Republic of the)	80 €
Congo (Republic of the)	70 €
Cook Islands	50 €
Costa Rica	50 €
Djibouti	65 €
Dominica	75 €
Dominican Republic	60 €
East Timor	50 €
Ecuador	50 €
El Salvador	55 €

Equatorial Guinea	60 €
Eritrea	50 €
Ethiopia	50 €
Fiji	50 €
Gabon	75 €
Gambia, The	50 €
Ghana	70 €
Grenada	75 €
Guatemala	50 €
Guinea, Republic of	50 €
Guinea-Bissau	50 €
Guyana	50 €
Haiti	65 €
Honduras	50 €
India	50 €
Indonesia	50 €
Ivory Coast	60 €
Jamaica	60 €
Kazakhstan	70 €
Kenya	60 €
Kiribati	60 €
Korea, Republic of	85 €
Kyrgyzstan	75 €
Laos	50 €
Lesotho	50 €
Liberia	85 €
Madagascar	50 €

Malawi	50 €
Malaysia	50 €
Mali	60 €
Marshall Islands	50 €
Mauritania	50 €
Mauritius	60 €
Mexico	70 €
Micronesia	55 €
Mozambique	60 €
Namibia	50 €
Nauru	50 €
Nepal	50 €
Nicaragua	50 €
Niger	50 €
Nigeria	50 €
Niue	50 €
Palau	50 €
Panama	50 €
Papua New Guinea	55 €
Paraguay	50 €
Peru	75 €
Philippines	60 €
Rwanda	65 €
Saint Kitts and Nevis	85 €
Sainte-Lucia	75 €
Saint-Vincent and the Grenadines	75 €
Samoa	50 €

Sao Tome and Principe	60 €
Senegal	65 €
Seychelles	85 €
Sierra Leone	55 €
Solomon Islands	50 €
South Africa	50 €
Sudan	55 €
Suriname	55 €
Swaziland	50 €
Tanzania	50 €
Thailand	60 €
Togo	60 €
Tonga	50 €
Trinidad and Tobago	60 €
Tuvalu	50 €
Uganda	55 €
United States of America	80 €
Uruguay	55 €
Uzbekistan	75 €
Vanuatu	60 €
Venezuela	85 €
Vietnam	50 €
Yemen	60 €
Zambia	50 €
Zimbabwe	50 €

How to develop a good project?

The 'Award criteria' table in this Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
  Smooth and efficient cooperation between the Sending, Host, and Coordinating Organisations and the volunteer is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective dissemination of the results achieved through the Activity. Group EVS Activities linked to a specific event require a solid partnership with the organising body of the event.

- **Quality of the volunteer selection process**
  The general openness of EVS for all young people and the spirit of the Programme are reflected in an accessible and transparent selection process.

- **Quality of the preparation phase**
  The preparation phase is of crucial importance for the success of an EVS. Proper preparation of the EVS Activity together with the volunteer(s) is ensured by the Sending Organisation in cooperation with the Coordinating and Host Organisations and National Agencies. Promoters should reflect on division of responsibilities, timetable, tasks of the volunteer(s), practical arrangements (venue, transfers, accommodation, linguistic support), etc.

  Moreover, once the volunteer(s) are identified, frequent contact and exchange of information between the promoters prior to the Service period enables them to fine-tune the project's design according to the profile and motivation of the volunteer(s).

- **Quality of the Service and volunteer's tasks**
  The programme of the Service should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme.

  Effective matching between tasks and volunteer profiles should be targeted. Their tasks should, as far as possible, reflect their individual abilities and desires. Volunteers should not carry out tasks of professional staff, in order to avoid job substitution and/or excessive responsibility for the volunteers. Routine tasks should also be limited to the maximum extent. The tasks of the volunteers include contact with the local community. EVS volunteers may not carry out tasks which serve to support another EVS project (i.e. may not be responsible for project management or for the selection or training of other EVS volunteers).

- **Quality of the support and training offered to the volunteer**
  Proper support to the volunteer(s) should be provided in all phases of the project. More precisely, each volunteer should receive personal, task-related, linguistic and administrative support. The personal support is reinforced by a Mentor, whereas another person, with significant experience, should be in charge of the task-related support.

  As EVS involves young volunteers staying in another country for long periods of time, it is of the utmost importance for adequate levels of training to be provided to them at all stages of the project. Each volunteer participates in the EVS training cycle, which consists of pre-departure training, on-arrival training, mid-term evaluation and evaluation of the Activity. Volunteers should have the opportunity to exchange, share and evaluate the EVS experience. Language training is also provided to the volunteer(s) and included in the regular Service timetable. The format, duration and frequency of linguistic support can vary depending on volunteers' needs and abilities, the tasks and the capability of the organisation.

- **Quality of the evaluation phase of the project**
  In order to make the project and its results more sustainable, promoters and volunteers are expected to include a final evaluation process. The evaluation phase addresses the actual fulfilment of the project (they may include several different Activities). It aims to assess whether the objectives of the project have been achieved and the expectations of the promoters and volunteer(s) have been met.

Besides the final evaluation, evaluation sessions before, during and after the Activity are carried out to ensure the smooth running of the Activity.

Regular meetings with the coordinator and the mentor should be organised. These on-going evaluation sessions are important in order to receive feedback from the volunteer(s) and to adapt the Activity accordingly.

- **Quality of risk prevention and crisis management measures**
  The promoter makes sure that issues of risk prevention and crisis management are addressed in the project. Appropriate mechanisms are foreseen in order to enable young people to make their learning experience in a reasonably safe and protected environment.

- **Quality of specific elements foreseen in projects including young people with fewer opportunities**
  Projects including young people with fewer opportunities should be embedded in a process before and after the actual project and not remain an isolated event, and they should involve project promoters with strong pedagogical competence and/or experience in inclusion.

  When preparing and implementing these projects, particular emphasis needs to be put on the analysis of the profile and special needs of the young people and a corresponding tailor-made and supportive approach. These projects should consciously include young people with fewer opportunities as active participants.

  Advance Planning Visits to the Host Organisation prior to the actual Service are encouraged since they facilitate the establishing of a solid partnership and the active involvement of young people with fewer opportunities.

  Reinforced mentorship might be foreseen to increase personal support of volunteers with fewer opportunities on the sending and/or hosting side; it is shared between the Sending and Host Organisations according to their responsibilities.

Quality of project content and methodology

- **Compliance with the qualitative criteria of the EVS Charter**
  The qualitative elements set in the EVS Charter are to be developed in the project, as they cover essential aspects such as the partnership, the principles of EVS, quality standards measures, information and recognition.

- **Active involvement of volunteer(s) in the Activity**
  Volunteer(s) should be actively involved in the preparation and evaluation phases of the Activity.

- **Promotion of social and personal development of the volunteer(s)**
  The project should enable the volunteer(s) to acquire self-confidence when they are confronted with new experiences, attitudes and behaviours; to acquire or cultivate skills, competences and knowledge contributing to social or personal development.

  The project should also ensure the character of EVS as a 'learning service', i.e. providing non-formal and informal learning opportunities to young people. To this end, the expected learning outcomes and learning processes should be described in general terms in the grant application.

  Therefore, the number of volunteers carrying out simultaneously their Service in a given Host Organisation should be as low as possible, and be proportionate to the nature of the EVS project, as well as the capacity of the Organisation to offer valuable learning opportunities to several volunteers at the same time.

  Group EVS Activities ensure that learning takes place not only on an individual basis, but also in the group. Joint meeting(s) and contacts between the volunteers are foreseen.

- **Role of the mentor**
  The mentor is responsible for providing personal support to the volunteer(s) and for helping them to integrate into the local community. The mentor has also an important role in discussing the learning achievements with the volunteer at the end of the Activity in view of the Youthpass certificate. The volunteer(s) can turn to the mentor in case of problems.

- **Intercultural dimension**
  The EVS should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

- **European dimension**
  The project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

  - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
  - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
  - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
  - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality of project reach

- **Impact and multiplying effect**
  The impact of an EVS project should not be limited just to the volunteer(s), but also bring the concept of 'Europe' to the local communities involved. For this, the Host Organisations should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the Activity. The possibility of combining different EVS Activities within one project as well as the introduction of the concept of group EVS offer plenty of opportunities for the above structuring elements, which altogether should serve to maximise the effectiveness and impact of EVS.

  If several volunteers are involved in a project or Activity, structuring elements should be ensured wherever possible, in particular through a coherent or complementary thematic approach, reciprocity in the sending and hosting of volunteers, complementarity of Activity areas and tasks, regular meetings and networking opportunities for volunteers etc.

  The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to host or send volunteers. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, opinion leaders, EU decision makers) in order to spread project's objectives and results.

- **Visibility of the project/visibility of Youth in Action Programme**
  Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and volunteers offers additional potential for spreading information about the EVS, the activities of the promoters, as well as the opportunities offered by the Youth in Action Programme. Visibility and measures mainly occur before and during the implementation of the EVS. Such measures can be divided in two broad categories:

  - Visibility of the project
    Promoters and volunteers should 'publicise' the project - as well as its aims and objectives - and spread the 'youth message' throughout the implementation of their project. In order to raise awareness of the project they could for example: develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists; issue 'press releases' or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

  - Visibility of the Youth in Action Programme
    First, the organisations and volunteers involved in the project should be made aware of their participation in EVS. Then each EVS project should highlight the grant and provide information on the Youth in Action Programme to the outside world.

As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as 'multiplier' of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could also include information sessions or workshops during the Service of the volunteer. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**
  Each promoter should put in place measures to disseminate and exploit the results of the EVS.

  - Standard dissemination and exploitation measures
    Standard dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than on the Service itself. More specifically, the dissemination and exploitation of results of an EVS can be the transfer of knowledge acquired during the Service; for instance, a volunteer who carried out a Service of 6 months in a care centre for elderly people could go to other centre or interested bodies to explain good practices or methods that s/he used or developed when working with certain target groups. For this reason, dissemination and exploitation measures occur mainly after the Service has taken place. These measures should actively involve the volunteer.

  - Additional dissemination and exploitation of results
    As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. The Youth in Action Programme offers a further financial incentive for such measures (please consult the Funding Rules of this sub-Action).
    Examples of additional dissemination and exploitation measures: organising public events (presentations, conferences, workshops…); creating audio-visual products (CD-Rom, DVD, short-movies…); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes…); developing information material (newsletters, brochures, booklets, best practice manuals, etc.); creating an Internet portal, etc.

European Voluntary Service Charter

European Voluntary Service Charter

The European Voluntary Service (EVS) Charter is part of the Youth in Action Programme Guide and highlights the roles of EVS Sending, Host and Coordinating Organisations and the main principles and quality standards of EVS. **Each EVS Project promoter adheres to the provisions set out in this Charter.**

EVS partnership

A solid partnership between EVS Sending, Host, Coordinating Organisations and the volunteer is the basis of every EVS Activity. Adequate matching between the volunteer profile and the tasks has to be in place. An *Activity Agreement* is signed by all the partners before the beginning of the Activity.

- The Sending Organisation is in charge of the preparation and support of the volunteers before, during and after the EVS activities.
- The Host Organisation has to ensure safe and decent living and working conditions for the volunteer throughout the entire Activity period. It has to provide adequate personal, linguistic and task-related support, including the identification of a mentor for the volunteer.
- The Coordinating Organisation (applicant) has the role of facilitating the implementation of the project by offering administrative and quality support to all project partners and enabling their networking.

EVS principles to be ensured

- The non-formal learning and intercultural dimension, through a clear definition of a learning plan for the volunteer.
- The service dimension through a clear definition of the non-profit-making character of the project and the volunteer tasks. Full-time service and active role of the volunteer in implementing the activities have to be ensured. EVS volunteer activities must not replace any employment.
- The benefit to and the contact with the local community.
- EVS is free of charge for the volunteers.
- Accessibility and Inclusion: when recruiting EVS volunteers, the organisations maintain the overall accessibility of EVS for all young people, without prejudice related to ethnic group, religion, sexual orientation, political opinion, etc. If the project targets volunteers with fewer opportunities, facilities and capacity in providing tailor-made preparation, and support have to be in place.

EVS quality standards to be ensured

Support to the volunteer

- before, during and after the EVS activities, in particular in crisis prevention and management;
- for insurance, visa, residence permit, travel arrangements and all the EVS administrative procedures;
- by facilitating the volunteer's participation in the EVS training cycle (pre-departure training, on-arrival training, mid-term evaluation and evaluation of the Activity);
- by foreseeing proper evaluation measures.

Information

- All EVS partners have the right to receive complete information on the Activity and agree on all aspects.
- Visibility, dissemination and publicity measures have to be in place.

Recognition

- Each EVS volunteer is entitled to receive a Youthpass.

Action 3.1 - Cooperation with the Neighbouring Partner Countries of the European Union

Objectives

The purpose of this sub-Action is to develop mutual understanding between peoples in a spirit of openness, while also contributing to the development of quality systems that support the activities of young people in the countries concerned. It supports activities designed to network and enhance the capacity of NGOs in the youth field, recognising the important role that they can play in the development of civil society in the neighbouring countries. It covers the training of those active in youth work and youth organisations, and exchanges of experience, expertise and *good practice*s between them. It supports activities which may lead to the establishment of long-lasting, high quality projects and partnerships.

The sub-Action supports two types of projects, described in two different sections:

- Youth Exchanges with *Neighbouring Partner Countries*
- Training and Networking with *Neighbouring Partner Countries*.

The sections 'What else should you know about a project in cooperation with Neighbouring Partner Countries?', 'Overview of application procedures' and 'How to develop a good project?' apply to both types of projects listed above.

What is a Youth Exchange with Neighbouring Partner Countries?

A Youth Exchange with Neighbouring Partner Countries is a project which brings together groups of young people from two or more countries, providing them with an opportunity to discuss and confront various themes, while learning about each other's countries and cultures. A Youth Exchange is based on a trans-national partnership between two or more promoters from different countries. In a Youth Exchange under sub-Action 3.1, the trans-national partnership is composed of promoters from Programme Countries and Neighbouring Partner Countries.

According to the number of countries involved, a Youth Exchange can be bilateral, trilateral or multilateral. A Bilateral Youth Exchange is justified especially when the promoters are at their first European project, or when the participants are small-scale or local groups without experience at European level.

A Youth Exchange can be itinerant, implying the movement of all participants at the same time, throughout one or more countries participating in the Exchange.

A Youth Exchange project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

What a Youth Exchange is not

The following activities in particular are NOT eligible for grants under Youth Exchanges:

- academic study trips
- exchange activities which aim to make financial profit
- exchange activities which can be classed as tourism
- festivals
- holiday travel
- language courses
- performance tours
- school class exchanges
- sports competitions
- statutory meetings of organisations
- work camps.

What are the criteria used to assess a Youth Exchange with Neighbouring Partner Countries?

Eligibility criteria

Eligible promoters	Each *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an *informal group of young people* (Reminder: in case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a *body active at European level in the youth field*. A promoter must be from a Programme Country or from a Neighbouring Partner Country.
Role of promoters	The promoter that sends a group of participants in another country is defined as *Sending Organisation* (SO). The promoter that hosts the Youth Exchange in its country is defined as *Host Organisation* (HO).
Number of promoters	**Bilateral Youth Exchange:** one promoter from an EU country and one promoter from a Neighbouring Partner Country;. **Trilateral Youth Exchange:** three promoters from different countries, of which at least one is from an EU country and one is from a Neighbouring Partner Country. **Multilateral Youth Exchange:** at least four promoters from different countries, of which at least one is from an EU country and two are from *Neighbouring Partner Countries*.
Eligible participants	Participants aged between 13 and 25 and *legally resident* in a Programme Country or in a Neighbouring Partner Country (a small number may be aged between 25 and 30).
Number of participants	The project must involve a minimum of 16 and a maximum of 60 participants (group leader(s) not included).
Composition of *national groups* of participants	**Bilateral Youth Exchange:** minimum 8 participants per group. **Trilateral Youth Exchange:** minimum 6 participants per group. **Multilateral Youth Exchange:** minimum 4 participants per group. Each national group must have at least one group leader.
Venue(s) of the Activity	The Activity must take place in the country of one of the promoters. **Exception**: the Activity cannot take place in a Mediterranean Partner Country. **Itinerant Youth Exchanges:** the Activity must take place in the countries of two or more promoters. Exception, the Activity cannot take place in a Mediterranean Partner Country.
Duration of project	Maximum 15 months.
Duration of Activity	6-21 days, excluding travel days.
Activity programme	A daily timetable of the Activity must be annexed to the *application form*.
Who can apply?	A promoter assumes the role of coordinator and applies to the relevant Agency (see section 'where to apply?' below) for the whole project ('*one-sided funding*') on behalf of all promoters. Not all promoters can be applicants; **the following promoters cannot apply:** ▪ an *informal group of young people* ▪ a promoter from a Neighbouring Partner Country. **Exception:** a promoter from South East Europe can apply if it hosts the Activity. In the case of projects submitted to the National Agencies: if the project takes place in a Programme Country, the applicant must be the promoter hosting the Activity. A promoter wishing to apply must be *legally established* in its country.

Where to apply?	**Applications to be submitted to the Executive Agency:** ▪ project applications by bodies active at European level in the youth field; ▪ project applications by promoters established in South East Europe and hosting the Activity. **Applications to be submitted to the National Agencies:** project applications by all other eligible applicants.
When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (Please consult Part C of this Guide).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.
Other criteria	**Protection and safety of participants**: The applicant guarantees that appropriate measures to ensure the safety and protection of participants are foreseen in the project. ***Advance Planning Visit*** **(APV)** If the project foresees an APV, then the following *eligibility criteria* must be respected: ▪ duration of the APV: maximum 2 days (travel days excluded) ▪ number of participants: 1 participant per group. The number of participants can be raised to 2 under the condition that at least 1 of the participants is a young person taking part in the Youth Exchange ▪ programme of the APV: a daily timetable of the APV is annexed to the application form.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.
Quality of the project and methods proposed (50%)	▪ **The quality of project design** (quality of the *partnership*/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring *protection and safety* of participants) ▪ **The quality of project content and methodology** (theme of common interest and relevance to the group of participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ **The quality and visibility of project reach** (*impact*, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; *dissemination and exploitation of results*).

Profile and number of participants and promoters (20%)	▪ Involvement of *young people with fewer opportunities* ▪ Geographical balance: balance between the number of promoters/participants from Programme Countries and the number of promoters/participants from *Neighbouring Partner Countries* ▪ Regional cooperation: involvement of promoters from Neighbouring Partner Countries belonging to the same region (i.e. either from EECA, or from MEDA, or from SEE) ▪ The Activity is a Multilateral Youth Exchange.

What else should you know about a project in cooperation with Neighbouring Partner Countries?

What's a group leader?

A group leader is an adult who accompanies the young people participating in a Youth Exchange in order to ensure their effective learning, protection and safety.

Cooperation with Mediterranean Partner Countries - Euro-Med Youth Programme

Projects involving *Mediterranean Partner Countries* can be funded under the Youth in Action Programme only if the activities take place in one of the Programme Countries.

Projects taking place in a Mediterranean Partner Country can be supported through the Euro-Med Youth Programme, which is managed by the EuropeAid Co-operation Office. This Programme is implemented through specific structures called Euro-Med Youth Units (EMYUs), which are established in Mediterranean Partner Countries. Projects to be funded under the Euro-Med Youth Programme should be presented by promoters based in one of the participating Mediterranean Partner Countries to their relevant EMYU. The conditions and criteria on how to submit a project under the Euro-Med Youth Programme are explained in specific calls for proposals, which are published by the EMYUs. Calls for proposals and relating application forms as well as additional information on the Euro-Med Youth Programme can be found online at the following address: www.euromedyouth.net

Multi-Measure projects

Multi-Measure projects do not apply to sub-Action 3.1.

Example of a Youth Exchange with Neighbouring Partner Countries

A Georgian organisation and a British group initiated a multicultural youth exchange project titled "Europe Meets the Land of Medea - A Youth Exchange against Stereotypes and Xenophobia to Promote Intercultural Understanding" in Kobuleti in Georgia. The project aimed to promote intercultural understanding and involved six groups of young people from Ukraine, Georgia, Russia, Great Britain, Estonia and Germany. Each group consisted of four participants and one group leader.

Based on the legend of Medea from Greek mythology, the participants discussed the origins and consequences of xenophobia and stereotypes towards foreign nations. In so-called "Cultural Discoveries", organised by the youngsters, they showed the other participants their national habits, customs and traditions, to raise awareness about and deepen understanding of cultural differences.

"Getting the participants to organise themselves was a central element of the exchange. It contributed to the participants' responsibility and their ability to handle problems independently, as well as encouraging them to present their own opinions and to respect and accept the opinions of other people. It supported the personal development of the young people, promoted tolerance and diminished prejudice." (A participant from Georgia)

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

Eligible costs		Financing mechanism	Amount*	Rule of allocation	Reporting obligations
Travel costs	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket).	*Percentage of actual costs*	70% of eligible costs	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.
Costs related to an Advance Planning Visit	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket)	Percentage of actual costs	100% of eligible costs	Conditional: Need for and objectives of Advance Planning Visit must be justified in the application form	Full justification of the costs incurred, copy of travel tickets/invoices.
	+ Additional to contribute to accommodation costs and other costs during the visit.	+ *Scale of unit costs*	+ € 48 x number of nights (max. 2 nights) x number of participants of Sending Organisations		Achievements to be described in *final report*.
Preparation costs	Any cost directly linked to the preparation of the Activity and participants.	Scale of unit costs	€ 480 x number of promoters	Conditional: preparation activities must be clearly outlined in the application form	Achievements to be described in final report.
Activity costs (Bi-,Trilateral)	Any cost directly linked to the implementation of the project, including insurance.	*Lump sum*	€ 960	Automatic	Achievements to be described in final report. Signature list of all participants.
		+ Scale of unit costs	+ € 18 x number of participants x number of nights indicated in the programme of Activity		
Activity costs (Multilateral, itinerant)	Any cost directly linked to the implementation of the project, including insurance.	Lump sum	€ 1 920	Automatic	Achievements to be described in final report. Signature list of all participants.
		+ Scale of unit costs	+ € 18 x number of participants x number of nights indicated in the programme of Activity		
Exceptional costs	Any cost directly related to young people with fewer opportunities/special needs or warranted by the special nature of the activities. Visa costs, visa-related costs and vaccination costs.	Percentage of actual costs	100% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.
Costs for additional dissemination and exploitation of results	Costs linked to additional dissemination and exploitation of project's results.	Percentage of actual costs	100% of eligible costs Up to € 500 x number of promoters. Maximum € 2 500	Conditional: dissemination and exploitation activities must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts. Achievements to be described in final report.

* Lump sums and scales of unit costs can be adapted by National Agencies. A promoter applying at national level must use the lump sums and scales of unit costs defined by the National Agency of its country. The amounts applicable at national level are published on the websites of the European Commission and of the National Agencies.

Which costs can be covered under the category exceptional costs?

Exceptional costs eligible for grant are:

- visa and visa-related costs as well as vaccination costs
- costs related to young people with fewer opportunities and/or with special needs
- costs warranted by the special nature of the activities.

In the latter two cases, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage; translation/ interpretation.

What is a Training and Networking project with Neighbouring Partner Countries?

A Training and Networking project can be of two types:

- a project promoting exchanges, cooperation and training in the field of youth work. It will be developed with a view to implementing an Activity which supports capacity-building and innovation among promoters, as well as the exchange of experience, expertise and *good practice* among those who are involved in youth work
- a project leading to the development of further projects under the Youth in Action Programme. It will be developed with a view to implementing an Activity which helps all potential promoters to prepare and develop new projects under the Youth in Action Programme, notably by ensuring support and know-how for the development of the projects; support for partner-finding; tools and means to improve the quality of the projects.

The project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

Training and Networking Activity

A Training and Networking (T&N) Project is developed with a view to implementing one of the following Activities:

Job Shadowing (Practical learning experience) – A short stay with a partner organisation in another country with the aim of exchanging good practice, acquiring skills and knowledge and/or building long-term partnerships through participative observation.

Feasibility Visit – A short meeting with potential partners to explore and/or prepare for a potential trans-national project. Feasibility meetings aim to improve and develop existing cooperation and/or to prepare a future project within the Youth in Action Programme.

Evaluation Meeting – A meeting planned with partners, aiming to evaluate past meetings, seminars, training courses. These meetings help partners to evaluate and discuss potential follow-up after undertaking a common project.

Study Visit – An organised study programme, for a short period, that offers a view of youth work and/or youth policy provisions in one host country. Study visits focus on a theme and consist of visits and meetings to different projects and organisations in a chosen country.

Partnership-building Activity – An event organised with a view to allowing participants to find partners for trans-national cooperation and/or for project development. Partnership-building Activity brings together potential partners and facilitates the development of new projects around a chosen topic and/or an Action of the Youth in Action Programme.

Seminar – An event organised to provide a platform for discussion and exchange of good practice, based on theoretical inputs, around a chosen theme or themes which are relevant to the youth work field.

Training Course – An educational learning programme on specific topics, aiming to improve participants' competences, knowledge, skills and attitudes. Training courses lead to higher quality practice in youth work in general and/or, specifically, Youth in Action projects.

Networking – Combination or series of Activities aiming to create new networks, or to strengthen and widen existing networks under the Youth in Action Programme.

What are the criteria used to assess a Training and Networking project?

Eligibility criteria

Eligible promoters	Each *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an *informal group of young people* (Reminder: in case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a *body active at European level in the youth field*. Each promoter must be from a Programme Country or from a Neighbouring Partner Country.
Number of promoters	**Job Shadowing**: one promoter from an EU country and one promoter from a Neighbouring Partner Country. **Feasibility Visit:** at least two promoters from different countries, of which at least one is from an EU country and one is from a Neighbouring Partner Country. **Evaluation Meeting, Study Visit, Partnership-Building, Seminar** and **Training Course:** at least four promoters from different Programme Countries, of which at least one is from an EU country and two are from Neighbouring Partner Countries. **Networking**: at least six promoters from different Programme Countries, of which at least one is from an EU country and three are from Neighbouring Partner Countries.
Eligible participants	No age limits. Participants must be *legally resident* in a Programme Country or a Neighbouring Partner Country.
Number of participants	**Job Shadowing**: up to 2 participants. **Feasibility Visit**: up to 2 participants per promoter. **Evaluation Meeting, Study Visit, Partnership-Building, Seminar and Training Course:** up to 50 participants (including trainers and facilitators) representing each promoter. The appropriate number of participants depends on the nature and the type of the Activity. **Networking:** no limitation on the number of participants.
Venue(s) of the Activity	**All T&N Activities, except Networking:** the Activity must take place in the country of one of the promoters. **Exception**: the Activity cannot take place in a Mediterranean Partner Country. **Networking:** the Activity must take place in the country(ies) of one or more promoters. **Exception**: the Activity cannot take place in a Mediterranean Partner Country.
Duration of project	Between 3 and 18 months.
Duration of Activity	**Job Shadowing:** 10 to 20 working days (excluding travel days); **Feasibility Visit**: 2 to 3 working days (excluding travel days); **Evaluation Meeting, Study Visit, Partnership-Building, Seminar** and **Training Course**: as a general rule, activities should not last more than 10 days (excluding travel days). The appropriate duration of the Activity may differ according to the type of Activity organised; **Networking:** Between 3 and 15 months.
Activity programme	**All T&N Activities except Networking:** a detailed daily timetable of the Activity must be annexed to the *application form*. **Networking**: an overview of the Activity must be annexed to the application form.

Who can apply?	A promoter assumes the role of coordinator and applies to the relevant Agency (see section 'where to apply?' below) for the whole project ('*one-sided funding*') on behalf of all promoters. Not all promoters can be applicants; **the following promoters cannot apply:** ▪ an informal group of young people ▪ a promoter from a Neighbouring Partner Country. Exception, a promoter from *South East Europe* can apply if it hosts the Activity. In the case of projects submitted to the National Agencies: if the project takes place in a Programme Country, the applicant must be the promoter hosting the Activity. A promoter wishing to apply must be *legally established* in its country.
Where to apply?	**Applications to be submitted to the Executive Agency:** ▪ project applications by bodies active at European level in the youth field ▪ project applications by promoters established in South East Europe and hosting the Activity. **Applications to be submitted to the National Agencies:** project applications by all other eligible applicants.
When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (please consult Part C of this Guide).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.
Quality of the project and methods proposed (50%)	▪ **The quality of project design** (quality of the *partnership*/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase) ▪ **The quality of project content and methodology** (theme of common interest and relevance to the group of participants; non-formal learning methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ **The quality and visibility of project's reach** (*impact*, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; *dissemination and exploitation of results*).

Profile and number of participants and promoters (20%)	▪ Involvement of promoters and/or participants working with/for *young people with fewer opportunities* ▪ Involvement of project-leaders, project-supervisors and advisers in the youth field ▪ Appropriate number of participants and duration of the Activity according to the nature of the project/balance of participants in terms of country origin ▪ Geographical balance: balance between the number of promoters/participants from Programme Countries and the number of promoters/participants from Neighbouring Partner Countries ▪ Regional cooperation: involvement of promoters from Neighbouring Partner Countries belonging to the same region (i.e. either from EECA, or from MEDA, or from SEE).

What else should you know about a project in cooperation with Neighbouring Partner Countries?

Cooperation with Mediterranean Partner Countries - Euro-Med Youth Programme

Projects involving *Mediterranean Partner Countries* can be funded under the Youth in Action Programme only if the activities take place in one of the Programme Countries.

Projects taking place in a Mediterranean Partner Country can be supported through the Euro-Med Youth Programme, which is managed by the EuropeAid Co-operation Office. This Programme is implemented through specific structures called Euro-Med Youth Units (EMYUs), which are established in Mediterranean Partner Countries. Projects to be funded under the Euro-Med Youth Programme should be presented by promoters based in one of the participating Mediterranean Partner Countries to their relevant EMYU. The conditions and criteria on how to submit a project under the Euro-Med Youth Programme are explained in specific calls for proposals, which are published by the EMYUs. Calls for proposals and relating application forms as well as additional information on the Euro-Med Youth Programme can be found online at the following address: www.euromedyouth.net

Multi-Measure projects

Multi-Measure projects do not apply to sub-Action 3.1.

Example of a Training and Networking project with Neighbouring Partner Countries

An Albanian organisation hosted a study visit about the social inclusion of minorities into society for 14 young people in Tirana. Partner organisations worked with minorities in Belgium, Poland, Bosnia and Herzegovina and Albania. They visited different Albanian youth organisations, participated in discussions and exercises and developed ideas for future projects.

"We knew that many prejudices existed about our country, and this made us feel more responsible. Curiously, we started to see our city in a different way than before the study visit. We wondered whether some specific construction work would be finished in time. It was a really great experience to participate in the study visit, and I hope there will be more in the future." (Albanian participant)

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

A) Overview of funding rules for all activities except Networking Activities

Eligible costs		**Eligibility of the expense according to type of Activity**	**Financing mechanism**	**Amount***	**Rule of allocation**	**Reporting obligations**
Participants' travel costs	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket).	All Activities	*Percentage of actual costs*	70% of eligible costs	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.
Accommodation / food costs	Contribution to accommodation costs and costs for meals.	All Activities	*Scale of unit costs*	€ 48 x number of nights x number of participants	Automatic	Achievements to be described in *final report*. Signature list of all participants.
Activity costs	All other costs directly linked to the implementation of the project, including insurance.	- Study visit - Evaluation meeting - Seminar - Partnership-building Activity - Training	*Lump sum* + Scale of unit costs	€ 1 200 + € 50 x number of participants	Automatic	Achievements to be described in final report. Signature list of all participants.
Training tools	Contribution to trainers' fees and training materials.	Training courses	Scale of unit cost	€ 350 x number of days	Automatic	Achievements to be described in final report.
Exceptional costs	Any cost directly related to young people with fewer opportunities/special needs or warranted by the special nature of the activities. Visa costs, visa-related costs and vaccination costs.	All Activities	Percentage of actual costs	100% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.

* Lump sums and scales of unit costs can be adapted by National Agencies. A promoter applying at national level must use the lump sums and scales of unit costs defined by the National Agency of its country. The amounts applicable at national level are published on the websites of the European Commission and of the National Agencies.

Which costs can be covered under the category exceptional costs?

Exceptional costs eligible for grant are considered:

- visa and visa-related costs as well as vaccination costs
- costs related to participants with special needs.

In the latter cases, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage; translation/interpretation.

B) Overview of funding rules for Networking Activities

Eligible costs		**Financing mechanism**	**Amount**	**Rule of allocation**	**Reporting obligations**
Activity costs	*Eligible direct costs* - Personnel costs - Travel costs - Accommodation/food costs - Meetings costs - Publications/translations/ information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project (including visa costs) Eligible indirect costs (7% of eligible direct costs)	*Percentage of actual costs*	50% total eligible costs (unless a lower % of EU grant is requested by the applicant) Up to € 20 000	Conditional: objectives and Activity programme must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts /travel tickets (only for direct costs). Achievements to be described in *final report*. Signature list of all participants.

Overview of application procedures:

Region/Country where the project takes place	**Who can apply**	**Where to apply**
Programme Countries	Promoter from Programme Country	to relevant National Agency
	Bodies active at European level in the youth field	Education, Audiovisual and Culture Executive Agency
Eastern Europe and Caucasus	Promoter from Programme Country	to relevant National Agency
	Bodies active at European level in the youth field	Education, Audiovisual and Culture Executive Agency
Mediterranean Partner Countries	-----	----- (For application procedures concerning the Euro-Med Youth Programme, consult 'What else you should know about a project in cooperation with Neighbouring Partner Countries?')
South East Europe	Promoter from Programme Country	to relevant National Agency
	Promoter from SEE country hosting the Activity	Education, Audiovisual and Culture Executive Agency
	Bodies active at European level in the youth field	Education, Audiovisual and Culture Executive Agency

How to develop a good project?

The 'Award criteria' table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
  Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective follow-up and dissemination of the results achieved through the Activity.

- **Quality of the preparation phase**
  The preparation phase is of crucial importance for the success of a project. During this phase, the promoters and participants should agree on the common theme of the project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material). The preparation phase should furthermore enhance the participants' involvement in the project and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

- **Quality of the Activity programme**
  The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme. The programme should use a variety of intercultural working methods and be adapted to the profile of the participants.

- **Quality of the evaluation phase**
  In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes.

  Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

- **Quality of measures ensuring protection and safety of participants (only for Youth Exchanges)**
  During the planning and preparation phase of the project, promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at last one leader who have first aid training, emergency services contacts, disclosure procedure...). It is also useful to settle a common 'code of behaviour' which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco…). At the same time leaders are encourage to have a common understanding and position on certain issues - particularly in emergency situation. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (please consult Annex III of this Guide).

Quality of project's content and methodology

- **Theme of common interest and relevance to the group of participants**
  The project should have a clearly identified thematic concept, which participants wish to explore together. The chosen theme should be agreed together and should reflect the interests and needs of participants. The theme has to be translated into the concrete daily activities of the project.

- **Non-formal learning methods applied**
  The project should follow the principles of non-formal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role play, outdoor activities, ice-breakers, round-tables, etc.) in order to address different needs of participants and desired outcomes. In general terms, the project should be based on an intercultural learning process stimulating creativity, active participation and initiative.

- **Active involvement of participants in the project**
  The daily Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.

- **Promotion of social and personal development of participants**
  The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development.

- **Intercultural dimension**
  The Activity should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

- **European dimension**
  The project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

  - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
  - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
  - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
  - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality of project's reach

- **Impact, multiplying effect and follow-up**
  The impact of a project should not just be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

  The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Activity in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results.

  Furthermore, promoters and participants are called to reflect systematically upon possible measures to ensure a follow-up of the project. Will the event be repeated? May a new promoter be involved in a new project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/ visibility of Youth in Action Programme**
  Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the project, as well as the opportunities offered by the Youth in Action Programme. Visibility and measures mainly occur before and during the implementation of the project. Such measures can be divided in two broad categories:

- Visibility of the project

  Promoters and participants should 'publicise' the project - as well as its aims and objectives - and spread the 'youth message' throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

- Visibility of the Youth in Action Programme

  As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as 'multiplier' of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**

  Each promoter should put in place measures to disseminate and exploit the results of the project.

  - Standard dissemination and exploitation measures

    Standard dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than project's activities and objectives. For this reason, dissemination and exploitation measures occur mainly after the Activity has taken place.

  - Additional dissemination and exploitation of results

    As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. Only for Youth Exchanges the Youth in Action Programme offers a further financial incentive for such measures (please consult the 'Funding Rules' section of this sub-Action). Examples of additional dissemination and exploitation measures are organising public events (presentations, conferences, workshops…); creating audio-visual products (CD-Rom, DVD); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes…); developing information material (newsletters, brochures, booklets, best practice manuals...); creating an Internet portal, etc.

Action 4.3 - Training and Networking of those active in youth work and youth organisations

Objectives

This sub-Action supports the training of those active in youth work and youth organisations in this field, in particular project leaders, youth advisers and supervisors in these projects. It also supports the exchange of experiences, expertise and *good practice* between those active in youth work and youth organisations, as well as activities which may lead to the establishment of long-lasting, high quality projects, partnerships and networks.

What is a Training and Networking Project?

A Training and Networking project can be of two types:

- a project promoting exchanges, cooperation and training in the field of youth work. It will be developed with a view to implementing an Activity which supports capacity-building and innovation among promoters, as well as the exchange of experience, expertise and *good practice* among those who are involved in youth work
- a project leading to the development of further projects under the Youth in Action Programme. It will be developed with a view to implementing an Activity which helps all potential promoters to prepare and develop new projects under the Youth in Action Programme, notably by ensuring support and know-how for the development of the projects; support for partner-finding; tools and means to improve the quality of the projects.

A project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

Training and Networking Activity

A Training and Networking (T&N) project is developed with a view to implementing one of the following Activities:

Job Shadowing (Practical learning experience) – A short stay with a partner organisation in another country with the aim of exchanging good practices, acquiring skills and knowledge and/or building long-term partnerships through participative observation.

Feasibility Visit – A short meeting with potential partners to explore and/or prepare for a potential trans-national project. Feasibility meetings aim to improve and develop existing cooperation and/or to prepare a future project within the Youth in Action Programme.

Evaluation Meeting – A meeting planned with partners, aiming to evaluate past meetings, seminars, training courses. These meetings help partners to evaluate and discuss potential follow-up after undertaking a common project.

Study Visit – An organised study programme, for a short period, that offers a view of youth work and/or youth policy provisions in one country. Study visits focus on a theme and consist of visits and meetings to different projects and organisations in a chosen country.

Partnership-Building Activity – An event organised with a view to allow participants to find partners for trans-national co-operation and/or for project development. Partnership-building brings together potential partners and facilitates the development of new projects around a chosen topic and/or an Action of the Youth in Action Programme.

Seminar – An event organised to provide a platform for discussion and exchange of good practice, based on theoretical inputs, around a chosen theme or themes which are relevant to the youth work field.

Training Course – An educational learning programme on specific topics, aiming to improve participants' competences, knowledge, skills and attitudes. Training courses lead to higher quality practice in youth work in general and/or, specifically, Youth in Action projects.

Networking – Combination or series of activities aiming to create new networks, or to strengthen and widen existing networks under the Youth in Action Programme.

What are the criteria used to assess a Training and Networking Project?

Eligibility criteria

Eligible promoters	Each *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ an *informal group of young people* (Reminder: in case of an informal group, one of the members of the group assumes the role of representative and takes responsibility on behalf of the group); or ▪ a *body active at European level in the youth field*. Each promoter must be from a Programme Country.
Number of promoters	**Job Shadowing**: two promoters from different Programme Countries, of which at least one is from an EU country. **Feasibility Visit:** at least two promoters from different Programme Countries, of which at least one is from an EU country. **Evaluation Meeting, Study Visit, Partnership-Building, Seminar** and **Training Course:** at least four promoters from different Programme Countries, of which at least one is from an EU country. **Networking:** at least six promoters from different Programme Countries, of which at least one is from an EU country.
Eligible participants	No age limits. Participants must be *legally resident* in a Programme Country.
Number of participants	**Job Shadowing**: up to 2 participants. **Feasibility Visit**: up to 2 participants per promoter. **Evaluation Meeting, Study Visit, Partnership-Building, Seminar** and **Training Course:** up to 50 participants (including trainers and facilitators) representing each promoter. The appropriate number of participants depends on the nature and the type of the Activity. **Networking:** no limitation on the number of participants.
Venue(s) of the Activity	**All T&N Activities, except Networking:** the Activity must take place in the country of one of the promoters. **Networking:** the Activity must take place in the country(ies) of one or more of the promoters.
Duration of project	Between 3 and 18 months.
Duration of Activity	**Job Shadowing:** 10 to 20 working days (excluding travel days); **Feasibility Visit**: 2 to 3 working days (excluding travel days); **Evaluation Meeting, Study Visit, Partnership-Building, Seminar** and **Training Course**: as a general rule, activities should not last more than 10 days (excluding travel days). The appropriate duration of the Activity may differ according to the type of Activity organised. **Networking:** Between 3 and 15 months.
Activity programme	**All T&N Activities except Networking:** a detailed daily timetable of the Activity must be annexed to the *application form*. **Networking**: an overview of the Activity must be annexed to the application form.

Who can apply?	**All applications:** A promoter wishing to apply must be *legally established* in its country. In case of an informal group, one of the members of the group assumes the role of representative and takes the responsibility of submitting the application (to its National Agency) and signing the *grant agreement* on behalf of the group. **Applications submitted to the Executive Agency** (see below, section 'Where to apply?'): One of the promoters assumes the role of coordinator and applies to the Executive Agency for the whole project ('one-sided funding') on behalf of all promoters. **Applications submitted to the National Agencies** (see below, section 'Where to apply?')**:** **All T&N Activities except Networking:** the promoter hosting the Activity assumes the role of coordinator and applies to its National Agency for the whole project ('*one-sided funding*') on behalf of all promoters; **Networking:** one of the promoters hosting part of the Activity assumes the role of coordinator and applies to its National Agency for the whole project ('one-sided funding') on behalf of all promoters.
Where to apply?	**Applications to be submitted to the Executive Agency:** project applications by bodies active at European level in the youth field. **Applications to be submitted to the National Agencies:** project applications by all other eligible applicants.
When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (please consult Part C of this Guide).
How to apply?	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their Activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (30%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.

Quality of the project and methods proposed (50%)	▪ **The quality of the project design** (quality of the *partnership*/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase) ▪ **The quality of the project content and methodology** (theme of common interest and relevance to the group of participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ **The quality and visibility of the project reach** (*impact*, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; *dissemination and exploitation of results*).
Profile and number of participants (20%)	▪ Involvement of promoters and/or participants working with/for *young people with fewer opportunities* ▪ Involvement of project-leaders, project-supervisors and advisers in the youth field ▪ Appropriate number of participants and duration of the Activity according to the nature of the project/balance of participants in terms of country origin.

What else should you know about a Training and Networking Project?

Multi-Measure projects - Action 4.3

Training and Networking Activities can be part of a Multi-Measure project under Action 4.3. For further information, please consult section 'Multi-Measure projects' of this Action.

Youthpass

Youthpass applies to sub-Action 4.3 training courses as of 2007. For more information on Youthpass, please consult Part A of this Guide.

Example of a Training and Networking project

A seminar centred on the thematic of gender-based violence took place in Italy and involved 25 participants from 11 Programme Countries. The participants were social workers, volunteers, directors of associations, working on matters related to gender violence among youth. Through this seminar, participants had the opportunity to share their expertise and experience at European level, discussing and presenting tools and approaches to deal with gender-based violence in youth work. The objective of the seminar was also to make participants aware of opportunities provided by Youth in Action. The project evaluation was an integral part of the seminar and was carried out at different stages.

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

A) Overview of funding rules for all activities except Networking Activities

Eligible costs		**Eligibility of the expense according to type of Activity**	**Financing mechanism**	**Amount***	**Rule of allocation**	**Reporting obligations**
Participants' travel costs	Travel costs from home to the venue of the project and return. Use of the cheapest means and fares (Economy class flight ticket, 2nd class train ticket).	All Activities	*Percentage of actual costs*	70% of eligible costs	Automatic	Full justification of the costs incurred, copy of travel tickets/invoices.
Accommodation / food costs	Contribution to accommodation costs and costs for meals.	All Activities	*Scale of unit costs*	€ 48 x number of nights x number of participants	Automatic	Achievements to be described in *final report.* Signature list of all participants.
Activity costs	All other costs directly linked to the implementation of the project, including insurance.	- Study visit - Evaluation meeting - Seminar - Partnership-building Activity - Training	*Lump sum* + Scale of unit costs	€ 1 200 + € 50 x number of participants	Automatic	Achievements to be described in final report. Signature list of all participants.
Training tools	Contribution to trainers' fees and training materials.	Training courses	Scale of unit cost	€ 350 x number of days	Automatic	Achievements to be described in final report.
Exceptional costs	Any cost directly related to young people with fewer opportunities/special needs or warranted by the special nature of the activities. Visa costs, visa-related costs and vaccination costs.	All Activities	Percentage of actual costs	100% of eligible costs	Conditional: the request for financial support to cover exceptional costs must be motivated in the application form	Full justification of the costs incurred, copy of invoices/receipts.

* Lump sums and scales of unit costs can be adapted by National Agencies. A promoter applying at national level must use the lump sums and scales of unit costs defined by the National Agency of its country. The amounts applicable at national level are published on the websites of the European Commission and of the National Agencies.

Which costs can be covered under the category exceptional costs?

Exceptional costs eligible for grant are considered:

- visa and visa-related costs as well as vaccination costs
- costs related to participants with special needs.

In the latter cases, the grant may cover, for example, medical visits; health care; additional linguistic training/support; additional preparation; special premises or equipment; additional accompanying person; additional personal expenses in the case of economic disadvantage; translation/interpretation.

B) Overview of funding rules for Networking Activities

Eligible costs		**Financing mechanism**	**Amount**	**Rule of allocation**	**Reporting obligations**
Activity costs	Eligible direct costs - Personnel costs - Travel costs - Accommodation/food costs - Meetings costs -Publications/translations /information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project Eligible indirect costs (7% of eligible direct costs)	*Percentage of actual costs*	50% total eligible costs (unless a lower % of EU grant is requested by the applicant). Up to € 20 000	Conditional: objectives and Activity programme must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts /travel tickets (only for direct costs). Achievements to be described in *final report*. Signature list of all participants.

How to develop a good project?

The 'Award criteria' table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
  Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective follow-up and dissemination of the results achieved through the Activity.

- **Quality of the preparation phase**
  The preparation phase is of crucial importance for the success of a Training and Networking project. During such phase, the promoters should agree on the common theme of the project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material). The preparation phase should furthermore enhance the participants' involvement in the Activity and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

- **Quality of the Activity programme**
  The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme.

- **Quality of the evaluation phase**
  In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes.

  Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

Quality of project's content and methodology

- **Theme of common interest and relevance to the group of participants**
  The project should have a clearly identified thematic concept, which promoters wish to explore together. The chosen theme should be agreed together and should reflect interests and needs of participants. The theme has to be translated into the concrete daily activities of the project.

- **Non-formal learning methods applied**
  The project should follow the principles of non-formal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role play, outdoor activities, ice-breakers, round-tables, etc.) in order to address different needs of participants and desired outcomes. In general terms, the project should be based on an intercultural learning process stimulating creativity, active participation and initiative.

- **Active involvement of participants in the project**
  The daily Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.

- **Promotion of social and personal development of participants**
  The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development.

- **Intercultural dimension**
  The Activity should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

- **European dimension**
  The project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

  - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
  - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
  - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
  - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality of project reach

- **Impact, multiplying effect and follow-up**
  The impact of a Training and Networking project should not be limited to the participants in the Activity. Promoters should try, as much as possible, to involve other people (from the neighbourhood, local area, etc.) in the project activities.

  The project should be framed within a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Activity in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results.

  Furthermore, promoters and participants are asked to reflect systematically upon possible measures to ensure a follow-up of the project. Will the event be repeated? May a new promoter be involved in a new project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/visibility of Youth in Action Programme**
  Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the project, as well as the opportunities offered by the Youth in Action Programme. Visibility and measures mainly occur before and during the implementation of the project. Such measures can be divided in two broad categories:

  - Visibility of the project
    Promoters and participants should 'publicise' the project - as well as its aims and objectives - and spread the 'youth message' throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

  - Visibility of the Youth in Action Programme
    As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as 'multiplier' of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**
  Each promoter should put in place measures to disseminate and exploit the results of the project.
  Standard dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than project's activities and objectives. For this reason, dissemination and exploitation measures occur mainly after the Training and Networking Activity has taken place. As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. Examples of additional dissemination and exploitation measures are organising public events (presentations, conferences, workshops…); creating audio-visual products (CD-Rom, DVD…); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes…); developing information material (newsletters, brochures, booklets, best practice manuals…); creating an Internet portal, etc.

Action 4.3 - Multi-Measure projects

What is a Multi-Measure project?

Through a Multi-Measure project, a promoter who aims to carry out several Activities under sub-Action 4.3 over a period of up to 18 months can submit one single application combining:

- either between two and five Activities of the same type (e.g. from two to five Seminars)
- or between two and five activities of different types (e.g. one Feasibility Visit, two Training Courses, one Seminar and one Evaluation meeting).

All Activities supported through Action 4.3 can be combined within a Multi-Measure project.

The aims of a Multi-Measure project are specifically to:

- reduce the administrative burden on promoters that have experience in managing grants under the Youth in Action Programme or other European Community Programmes
- move the focus to quality aspects in project planning and implementation
- allow the elaboration of wider visibility and dissemination measures.

What are the criteria used to assess a Multi-Measure project?

Eligibility Criteria

The same criteria defined in sub-Action 4.3 apply to Activities eligible under the framework of a Multi-Measure project under sub-Action 4.3. In addition to those criteria, eligible promoters must have already received a grant for different projects on at least three previous occasions.

Exclusion criteria

The same *exclusion criteria* defined in sub-Action 4.3 apply to Activities eligible within the framework of a Multi-Measure project under sub-Action 4.3.

Selection criteria

The same *selection criteria* defined in sub-Action 4.3 apply to Activities eligible within the framework of a Multi-Measure project under sub-Action 4.3.

Award criteria

The same award criteria defined in sub-Action 4.3 apply to Activities eligible within the framework of a Multi-Measure project under sub-Action 4.3

What else should you know about an Action 4.3 Multi-Measure project?

Each Activity foreseen in a Multi-Measure project will be assessed separately according to the criteria set above. The National Agency or Executive Agency may reject one of more Activities included in the Multi-Measure project due to non-compliance with any of the criteria above. In such cases, the project may still be approved even though the number of Activities will be reduced. This will imply a consequent reduction of the grant awarded to the project.

Action 5.1 - Meetings of young people and those responsible for youth policy

Objectives

This sub-Action supports cooperation, seminars and *Structured Dialogue* between young people, those active in youth work and youth organisations and those responsible for youth policy.

What is a Meeting of young people and those responsible for youth policy?

A project has three phases:

- planning and preparation
- implementation of the Activity
- evaluation (including reflection on a possible *follow-up*).

Non-formal learning principles and practice are reflected throughout the project.

A project under Action 5.1 is developed with a view to implementing one of the following Activities:

- **National Youth Meeting**: taking place at local, regional, and national level in the Programme Countries with a view to a) offering space for debate, active participation and information on issues which are relevant to Structured Dialogue or European Union policies and topics, or b) preparing the ground of the official youth event to be organised by the Member State holding the turn of Presidency of the European Union, c) organising activities linked to the European Youth Week, or d) enhancing cross-sectoral dialogue and cooperation between formal and non-formal education areas. A National Youth Meeting may also consist of a series or combination of the above activities
- **Trans-national Youth Seminar**: gatherings of young people and policy-makers aimed at discussing, exchanging ideas and best practice, and/or adopting recommendations around topics centred on the priorities and objectives of the *Structured Dialogue*, the *Open Method of Coordination* in the youth field and the European Pact for Youth.

What are the criteria used to assess a Meeting of young people and those responsible for youth policy?

Eligibility criteria

Eligible promoters	Each *promoter* must be: ▪ a non profit/non governmental organisation; or ▪ a local, regional public body; or ▪ a *body active at European level in the youth field*. **National Youth Meeting:** the only promoter is from a Programme Country. **Trans-national Youth Seminar:** each promoter must be from a Programme Country.
Number of promoters	**National Youth Meeting:** one promoter from a Programme Country. **Trans-national Youth Seminar:** promoters from at least five different Programme Countries, of which at least one is an EU Member State.
Eligible participants	**Young participants:** young people aged between 15 and 30 and *legally resident* in a Programme Country. **Policy-makers:** if the project foresees the participation of policy-makers or experts in the youth policy field, these participants can be involved regardless of their age or geographical provenance.
Number of participants	**National Youth Meeting:** minimum 15 participants. **Trans-national Youth Seminar:** minimum 30 participants.

Venue(s) of the Activity	**National Youth Meeting:** the Activity takes place in the country of the promoter; **Trans-national Youth Seminar:** the Activity takes place in the country of one of the promoters.
Duration of project	Between 3 and 9 months.
Duration of Activity	**National Youth Meeting:** No specific duration. **Trans-national Youth Seminar:** Between 1 and 6 days.
Activity programme	**National Youth Meeting:** a timetable of the Activity must be annexed to the *application form*. **Trans-national Youth Seminar:** a detailed daily timetable of the Activity must be annexed to the application form.
Who can apply?	The promoter hosting the Activity assumes the role of coordinator and applies to the relevant Agency (see below, section 'Where to apply?') for the whole project ('*one-sided funding*') on behalf of all promoters.
Where to apply?	**Applications to be submitted to the Executive Agency: Trans-national Youth Seminar:** project applications by 1) bodies active at European level in the youth field, or 2) any eligible applicant, where the majority of promoters are members of or affiliated to the same body active at European level in the youth field. **Applications to be submitted to the National Agencies:** ▪ **Trans-national Youth Seminar**: Project applications by other eligible applicants; they must be submitted to the National Agency of the country where the Activity takes place ▪ **National Youth Meeting**: Project applications by any eligible applicant; they must be submitted to the National Agency of the country where the Activity takes place.
When to apply?	The project must be submitted for the application *deadline* corresponding to the start date of the project (please consult Part C of this Guide).
How to apply	The application must be introduced in compliance with the application modalities, as described in Part C of this Guide.

Exclusion criteria

	The applicant must state, when signing the form, that they are not in any of the situations which would prevent them from receiving a grant from the European Union (please consult Part C of this Guide).

Selection criteria

Financial capacity	The applicant must show that they have stable and sufficient sources of funding to maintain their activity throughout the period during which the project is being carried out and to participate in its funding.
Operational capacity	The applicant must show they have the necessary competencies and motivation to complete the proposed project.

Award criteria

Projects will be assessed against the following criteria:

Relevance to the objectives and priorities of the Programme (20%)	The relevance to: ▪ the general objectives of the Programme ▪ the specific aims of the sub-Action ▪ the permanent priorities of the Programme ▪ the annual priorities identified at European and, where relevant or specified, at national level.
Relevance to EU youth policy objectives (20%)	The project is clearly linked to the priorities and objectives of the Framework of European cooperation in the youth field - i.e. clearly focusing on priority themes of the Structured Dialogue (priority in 2008: Intercultural dialogue) - or to European topics.

Quality of the project and methods proposed (40%)	▪ **The quality of project design** (quality of the *partnership*/active involvement of all promoters in the project; quality of the preparation phase; quality of the Activity programme; quality of the evaluation phase; quality of measures ensuring *protection and safety* of participants) ▪ **The quality of project content and methodology** (theme of common interest and relevance to the group of young participants; non-formal education methods applied; active involvement of participants in the project; promotion of social and personal development of participants involved; intercultural dimension; European dimension) ▪ **The quality of project reach** (*impact*, multiplying effect and follow-up; visibility of the project/visibility of Youth in Action Programme; *dissemination and exploitation of results*).
Profile and number of participants and promoters (20%)	▪ Involvement of *young people with fewer opportunities* ▪ Number of participants ▪ Number of countries and partner promoters involved.

What else should you know about Meetings of young people and those responsible for youth policy?

Participation of decision-makers/experts under sub-Action 5.1

If the project foresees the participation of decision-makers/experts in the Activity, none of the costs directly related to their participation (travel, food, accommodation, visa, special needs, etc.) can be covered by the Youth in Action grant. These costs should be covered through other project funding sources, such as the promoters' contributions, and/or national, regional, local or private assistance.

Example of a Meeting of young people and those responsible for youth policy

The aim of the project was to organise a 5-day seminar for young people aged from 18 - 25 and for experts and decision-making actors in the field of youth policy. The programme of the event was based on non-formal learning workshops and lectures and was divided into two parts. The morning lectures were given by young people to their 'students' - experts and politicians. The afternoon session were devoted to workshops facilitated by experts and decision-makers about youth policies and the local youth reality. The learning activities were complemented with communication and social games. Through this approach participants were able to confront on various themes. Experts and decision-makers were able to improve their understanding of young peoples' opinions and needs. Vice-versa, young people were able to better understand the dynamics of the decision-making processes having consequences on their life, and they were able to influence, through commonly agreed recommendations, decisions to be taken in the future.

What are the funding rules?

The budget of the project must be drafted according to the following funding rules:

Eligible costs		**Financing mechanism**	**Amount**	**Rule of allocation**	**Reporting obligations**
Activity costs	*Eligible direct costs* - Travel costs - Accommodation/food costs - Organisation of seminars, meetings, consultations, activities - Publications/translations/information costs - Dissemination and exploitation of results - Other costs directly linked to the implementation of the project Eligible indirect costs (7% of eligible direct costs)	*Percentage of actual costs*	75% of the total eligible costs (unless a lower % of EU grant is requested by the applicant). Maximum € 50 000	Conditional: objectives and Activity programme must be clearly outlined in the application form	Full justification of the costs incurred, copy of invoices/receipts/travel tickets (only for direct costs). Achievements to be described in *final report*. Signature list of all participants.

How to develop a good project?

The 'Award criteria' table in this sub-Action lists the criteria against which the quality of a project will be assessed. Here are some advices which may help you to develop a good project.

Quality of project design

- **Quality of the partnership/active involvement of all promoters in the project**
  Smooth and efficient cooperation between promoters is a vital element for the successful development of a project. Promoters must demonstrate the ability to establish and run a cohesive partnership with active involvement of all partners and with common goals to be achieved. In this respect, the following factors should be taken into consideration: the level of networking, cooperation and commitment of each promoter in the project; the profile and background of promoters when the nature or target of the Activity would necessitate the possession of certain qualifications; a clear and commonly agreed definition of roles and tasks of each promoter involved in the project; the capacity of the partnership to ensure effective follow-up and dissemination of the results achieved through the Activity. Projects centred on the Structured Dialogue are intended to be carried out with and through those youth organisations that are active players in platforms of confrontation and debate on youth issues at local, regional, national or European level. With this in mind, national, regional or local youth councils and youth non-governmental organisations taking part in such structures are a natural but not exclusive target of this sub-Action; these types of projects should however aim at developing innovative and efficient ways to address and to involve other target groups, in particular young people who are actively engaged in society but not connected to any structured framework, as well as young people from disadvantaged backgrounds and with fewer opportunities.

- **Quality of the preparation phase**
  The preparation phase is of crucial importance for the success of a Project. During this phase, the promoters should agree on the common theme of the Project. They should reflect on division of tasks, Activity programme, working methods, profile of participants, practical arrangements (venue, transfers, accommodations, support material, linguistic support). The preparation phase should furthermore enhance the participants' involvement in the Project and prepare them for intercultural encounters with other young people from different backgrounds and cultures.

- **Quality of the Activity programme**
  The Activity programme should be clearly defined, realistic, balanced and linked to the objectives of the project and of the Youth in Action Programme.

- **Quality of the evaluation phase**
  In order to make the project and its results more sustainable, promoters and participants are expected to include a final evaluation process. The final evaluation should make it possible to assess whether the objectives of the project have been achieved and the expectations of the promoters and participants have been met. The evaluation should also highlight the learning outcomes.

  Besides the final evaluation, evaluation sessions before, during and after the Activity are encouraged to ensure the smooth running of the Activity. Evaluation before the Activity should enable promoters to fine-tune the project's design, while ongoing evaluation sessions are important in order to receive feedback from participants and to adapt the Activity programme accordingly.

- **Quality of measures ensuring protection and safety of participants**
  During the planning and preparation phase of the project, promoters should address the issue of protection and safety of participants and focus on the legislation, policy and practice which may differ from one country to another. The promoters will make sure that issues of risk and young person protection are addressed in the project. A sufficient number of group leaders must be present in order to enable young people to share their learning experience in a reasonably safe and protected environment. When both genders are participating in a project the group of leaders will preferably be of both genders. It is advisable to have in place emergency procedures (e.g. 24/7 contact details for host and home country, emergency fund, back up plan, medical kit, at last one leader who have first aid training, emergency services contacts, disclosure procedure...). It is also useful to settle a common 'code of behaviour' which will help both, group leaders and participants, to respect commonly agreed standards of behaviour (e.g. use of alcohol, tobacco…). At the same time leaders are encourage to have a common understanding and position on certain issues - particularly in emergency situation. Further practical information and checklists can be found in the Guidelines on Risk and Young Person Protection (see Annex III of this Guide)

Quality of project content and methodology

- **Theme of common interest and relevance to the group of participants**
  The project should have a clear thematic concept, which promoters wish to explore together. The chosen theme should be agreed together and reflect the interests and needs of participants. The theme has to be translated into the concrete daily activities of the project.

- **Non-formal learning methods applied**
  The project should follow the principles of non-formal learning. A variety of non-formal learning methods and techniques may be applied (workshops, role play, outdoor activities, ice-breakers, round-tables. etc.) in order to address different needs of participants and desired outcomes. In general terms, the project should be based on an intercultural learning process stimulating creativity, active participation and initiative.

- **Active involvement of participants in the project**
  The Activity programme and working methods applied should involve the participants as much as possible and trigger a learning process. Participants also should be actively involved in the preparation and evaluation phases of the project. Young people should be able to explore different topics on an equal basis, regardless of their language abilities or other skills.

- **Promotion of social and personal development of participants**
  The project should enable the participants to acquire self-confidence when they are confronted with new experiences, attitudes and behaviour; to acquire or cultivate skills, competences and knowledge contributing to social or personal development.

- **Intercultural dimension**
  The project should increase young people's positive awareness of other cultures and support dialogue and intercultural encounters with other young people from different backgrounds and cultures. It should also help to prevent and combat prejudice, racism and all attitudes leading to social exclusion and to develop sense of tolerance and understanding of diversity.

- **European dimension**
  The project should contribute to the young people's education process and increase their awareness of the European/international context in which they live. The European dimension of a project could be reflected by the following characteristics:

  - the project fosters young people's sense of European citizenship and helps them to understand their role as part of the present and future Europe
  - the project reflects a common concern for issues within European society, such as racism, xenophobia, anti-Semitism, drug abuse
  - the project's theme is linked to EU topics, such as the EU enlargement, the roles and activities of the European institutions, the EU's action in matters affecting young people
  - the project debates the founding principles of the EU, i.e. the principles of liberty, democracy, respect for human rights and fundamental freedoms, and the rule of law.

Quality of project reach

- **Impact, multiplying effect and follow-up**
  The impact of a project should not just be limited to the participants in the Activity. Promoters should, as much as possible, try to involve other people (from the neighbourhood, local area, etc.) in the project activities.

  The project should be framed with a longer-term perspective, and planned with a view to achieve a multiplying effect and sustainable impact. Multiplication is obtained for instance by convincing other actors to use the results of the Project in a new context. Promoters should identify possible target groups that could act as *multipliers* (young people, youth workers, media, political leaders, and opinion leaders, EU decision makers) in order to spread project's objectives and results.

  Furthermore, promoters and participants are asked to reflect systematically upon possible measures to ensure a follow-up of the Project. Will the event be repeated? May a new promoter be involved in a new Project? How can discussion on the thematic concept be continued and what could the next steps be? Will it be feasible to plan and carry out new projects under different Actions of the Youth in Action Programme?

- **Visibility of the project/visibility of Youth in Action Programme**
  Promoters should commonly reflect on measures aimed at enhancing the visibility of their project and the visibility of the Youth in Action Programme in general. The creativity of promoters and participants offers additional potential for spreading information about the planned Activity, as well as the opportunities offered by the Youth in Action Programme. Visibility and measures mainly occur before and during the implementation of the Project. Such measures can be divided in two broad categories:

  - Visibility of the project
    Promoters and participants should 'publicise' the project - as well as its aims and objectives - and spread the 'youth message' throughout the implementation of their project. In order to raise awareness of the project they could for example develop information material; do a mail shot or SMS mailing; prepare posters, stickers, promotional items (t-shirts, caps, pens, etc.); invite journalists to observe; issue 'press releases' or write articles for local papers, websites or newsletters; create an e-group, a web space, a photo-gallery or blog on the Internet, etc.

  - Visibility of the Youth in Action Programme
    As well as the compulsory use of the official logo of the Youth in Action Programme (please consult Part C of this Guide), each project should also act as 'multiplier' of the Youth in Action Programme in order to increase awareness about the opportunities offered by the Programme to young people and youth workers in Europe and beyond. Promoters are invited to include information about the Programme (for instance, information on the Programme Actions, or its objectives and important features, target groups, etc.) in all measures undertaken to increase visibility of the project (see examples above). Promoters could include information sessions or workshops in the Activity programme of the project. They could also plan participation in events (seminar, conferences, debates) organised at different levels (local, regional, national, international).

- **Dissemination and exploitation of results**
  Each promoter should put in place measures to disseminate and exploit the results of the Project.
  Standard dissemination and exploitation measures may have the same format as visibility measures indicated in the section above; the main difference is that dissemination and exploitation measures focus on project's results, rather than project's Activity and its objectives. For this reason, dissemination and exploitation measures occur mainly after the Project has taken place.

  As well as the standard dissemination and exploitation measures, promoters could set up additional measures to spread and highlight the value of their project's results. Examples of additional dissemination and exploitation measures are organising public events (presentations, conferences, workshops…); creating audio-visual products (CD-Rom, DVD…); setting up long-term collaboration with media (series of radio/TV/press contributions, interviews, participation in different radio/TV programmes…); developing information material (newsletters, brochures, booklets, best practice manuals…); creating an Internet portal, etc.

PART C - INFORMATION FOR APPLICANTS

All those *promoters* who intend to submit a project in order to receive financial support from the European Union under the Youth in Action Programme are invited to read carefully this section which is drafted in accordance with the provisions set in the Financial Regulation applicable to the grants from the EU.

1. What do you have to do in order to submit a Youth in Action project?

To submit a Youth in Action project you must follow the three steps described below:

- check that your project complies the Programme criteria
- check that your project meets the financial conditions
- fill in and submit your application to the relevant Agency (Executive or National).

Step 1: Check compliance with the Programme criteria

As promoter and potential applicant, you must verify that your project meets the following criteria: eligibility, exclusion, selection and award.

Eligibility criteria

The *eligibility criteria* mainly relate to the project type, the target group and the conditions for submitting a grant request for such a project. If your project does not meet these criteria, it will be rejected without being further evaluated. Although some eligibility criteria are common to all Actions and sub-Actions of the Programme, others apply only to specific Actions or sub-Actions.

To be eligible, your project must meet all the eligibility criteria relating to the Action or sub-Action under which you apply. For details of the eligibility criteria for specific Actions or sub-Actions, please consult Part B of this Guide.

Exclusion criteria

Applicants must state that they are not in any of the situations described in Articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities (Council Regulation (EC, Euratom) No 1605/2002) and set out below.

Applicants will be excluded from participating in the Youth in Action Programme if they are in any of the following situations:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests
- following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their *contractual obligations*.

Applicants will not be granted financial assistance if, on the date of the grant award procedure, they:

- are subject to a conflict of interests
- are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the grant award procedure, or fail to supply this information.

In accordance with Articles from 93 to 96 of the Financial Regulation, administrative and financial penalties may be imposed on applicants who are guilty of misrepresentation or are found to have seriously failed to meet their *contractual obligations* under a previous contract award procedure.

These exclusion criteria apply to all Actions and sub-Actions of the Youth in Action Programme. To comply with these provisions, applicants must sign a 'declaration on honour' certifying that they are not in any of the situations referred to in Articles 93 and 94 of the Financial Regulation. This 'declaration on honour' constitutes a specific section of the *application form*.

Selection criteria

The selection criteria enable the Executive Agency or a National Agency to assess the applicant's financial and operational capacity to complete the proposed project. These selection criteria apply to all Actions and sub-Actions of the Youth in Action Programme.

Financial capacity means the applicant has stable and sufficient sources of funding to maintain its activity throughout the project.

Note that the verification of financial capacity does not apply to:

- applicants introducing a grant request that does not exceed 25 000 euros
- public bodies
- informal groups of young people
- international public sector organisations set up by intergovernmental agreements or specialised agencies set up by such organisations
- the International Committee of the Red Cross (ICRC)
- the International Federation of National Red Cross and Red Crescent Societies.

In all other cases, the applicant must submit with the application:

- the applicant's profit and loss account
- the balance sheet for the last financial year for which accounts have been closed
- a bank details form completed by the applicant and certified by the bank (original signatures required).

If, on the basis of these documents, the Executive Agency or the National Agency concludes that the required financial capacity has not been proved or is not satisfactory, then they may:

- ask for further information
- require a bank guarantee
- offer a grant agreement without pre-financing
- reject the application.

Operational capacity means the applicant must show that it has the necessary competencies and motivation to carry out the proposed project. This constitutes a specific section of the application form.

Award criteria

The award criteria are indicators that allow the Executive Agency or a National Agency to evaluate the quality of projects submitted for grants.

On the basis of these criteria, grants will be awarded to those projects which maximise the overall effectiveness of the Youth in Action Programme.

The award criteria indicated in this Guide tell you exactly which elements will be taken into consideration in order to assess the quality of your project.

Although some award criteria are common to all Actions and sub-Actions of the Programme, others apply only to specific Actions or sub-Actions.
For any Action or sub-Action, all award criteria are described in Part B of this Guide.

Step 2: Check the financial conditions

Types of grant

The grant may be any of the following types:

- Percentage of reimbursement of actual eligible costs
- lump sums (fixed amounts)
- flat rate financing (scale of unit costs, or fixed percentage)
- a combination of the above.

A grant in the form of percentage reimbursement is made through the reimbursement of a specified proportion of the eligible costs actually incurred during the project (e.g. 70% of participants' travel costs under Action 1.1).

A lump sum is a fixed amount covering in global terms certain costs necessary for carrying out the project (e.g. the 1 920 euros allocated for the Activity costs of a Youth Exchange under Action 3.1).

Flat rate financing covers specific categories of expenditure either by applying a standard scale of unit cost (e.g. 250 euros x number of volunteers x number of months of EVS Service abroad allocated for reinforced mentorship under Action 2) or by applying a fixed percentage (7% of direct eligible costs for the support to indirect costs under sub-Action 1.3).

The funding mechanisms applied under the Youth in Action Programme often use lump sums and flat rate financing. These forms of grant help applicants to easily calculate the expected grant amount and facilitate the realistic planning of the project.

If you apply to a National Agency, make sure that you have taken note of the correct amounts. A National Agency may decide to adapt for its country the standard lump sums and scales of unit costs defined in this Guide. This means that the lump sums and scales of unit costs can vary depending on the Programme Country in which the application is submitted. The amounts applicable at national level are published on the websites of the European Commission and of the National Agencies.

For details of the funding mechanism for all Actions or sub-Actions, please consult Part B of this Guide.

Co-financing

A grant from the European Union is an incentive to carry out a project which would not be feasible without the EU financial support, and is based on the principle of co-financing. Co-financing implies that the EU grant may not finance the entire costs of the project; the applicant should complement the EU grant with own financial contribution and/or national, regional, local or private assistance. Support under the form of lump sums or flat rate financing are not affected by this rule; for supports under the form of percentage of actual costs, the applicant has to indicate in the application form the contribution from sources other than the EU grant.

Contributions in kind are considered an eligible source of co-financing. The value calculated for such contributions must not exceed:

- the costs actually borne and duly supported by accounting documents of the third parties who made these contributions to the beneficiary free of charge but bear the corresponding costs
- the costs generally accepted on the market in question for the type of contribution concerned when no costs are borne.

Contributions of the real-estate kind are not permitted.

No-profit

The grant may not have the purpose or effect of producing a profit for the *beneficiary*. Profit is defined as a surplus of receipts over costs. In practical terms this means that if the total income of a project is higher than the final total costs of the project, the grant will be reduced accordingly after the analysis of the *final report*. Support under the form of lump sums or flat rate financing are not affected by this rule.

If a project is shown to have made a profit, it may have to return amounts previously paid.

No double-financing

Each project supported at EU level may give rise to the award of only one grant from the EU budget. Therefore, a project supported under the Youth in Action Programme may not be in receipt of any other Community funding.

Note that if you have been awarded an operating grant from the budget of the European Union (for example, under sub-Action 4.1 of the Youth in Action Programme), you are not entitled to receive financial support to cover indirect eligible costs foreseen for projects under certain sub-Actions.

To avoid the risk of double-financing, the applicant must indicate in the relevant section of the application form, the sources and the amounts of any other funding received or applied for in the same financial year, whether for the project or any other projects, including operating grants.

Step 3: Fill in and submit the application form

Depending on the Action or sub-Action concerned and on the type of project, you must submit your application in one of two ways.

One-sided funding

One promoter assumes the role of coordinator and submits to the Executive Agency or to a National Agency a single application for the whole project (e.g. a Multilateral Youth Exchange or an EVS project) on behalf of all the promoters.

If the application is positively assessed and selected, the applicant will be the beneficiary of a single *grant agreement* proposed by the Executive Agency or by the National Agency for the funding of the whole project. This is known as 'one-sided funding'.

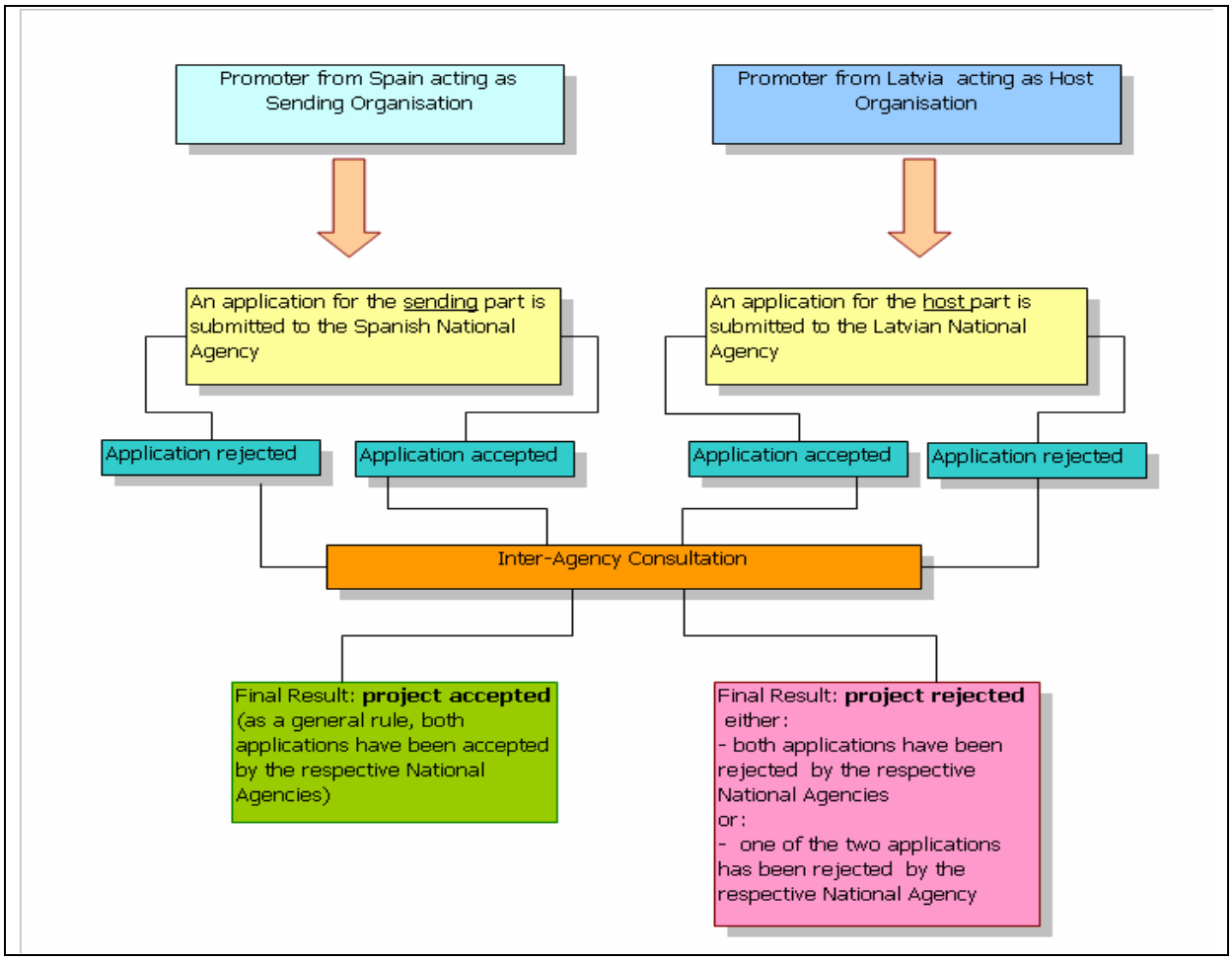
Split funding

All the promoters submit separately to their respective National Agency an application related to their part of the project (e.g. a Bilateral Youth Exchange).

If all these applications are positively assessed and selected, each applicant will be the beneficiary of a *grant agreement* proposed by its respective National Agency for the funding of its part of the project. This is known as 'split funding'[11].

[11] In limited and exceptional circumstances, National Agencies may decide to apply a one sided funding procedure in order to grant projects that are normally subject to split funding procedure. Please contact the National Agency for further details.

Graphic: Split funding (example of a bilateral Youth Exchange)



Application procedure

For any Action or sub-Action, the eligibility criteria to be met regarding the procedure to be followed for the submission of a project are described in Part B of this Guide. Furthermore, the applicants must respect the provisions described below.

An application will be accepted only if it:

- is submitted on the correct form, completed in full and dated
- is signed by the person authorised to enter into legally binding commitments on behalf of the applicant
- shows a budget in conformity with the funding rules
- meets the delivery criteria
- is delivered by the *deadline*.

Use the official application form

Applications must be:

- made on the application form specifically designed for this purpose. You can obtain the forms by contacting the Executive Agency or a National Agency. You can also download them from the websites of the European Commission, the Executive Agency and the National Agencies (please consult Annex I of this Guide)
- filled out in one of the official EU languages
- typed
- accompanied by an official letter from the applicant.

The application form must also include all the documents referred to in the application form.

Provide proof of your legal status

The applicant must provide the following:

Non-governmental organisation:

- bank details form, duly completed and signed (included in the application form)
- extract from the official gazette/trade register, and certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required).

Public body:

- bank details form, duly completed and signed (included in the application form)
- legal resolution or decision or other official document established in respect of the public body.

Individual:

- bank details form, duly completed and signed (included in the application form)
- photocopy of identity card and/or passport.

Estimated budget

Applications must include a detailed estimated budget (included in the application form) in which all prices are given in euro. Applicants from countries outside the eurozone must use the conversion rates published in the *Official Journal of the European Union*, series C, in the month in which they are submitting the application. In any case, the National Agencies in these countries will apply an accounting rate established by the European Commission. The accounting rate will be established by each round of selections (monthly accounting rate applicable on the month before the given deadline), or, failing that, at the monthly accounting rate published on Commission's website applicable on the day when a payment order is issued. For more information on the rates applied, please consult the Commission's website at www.ec.europa.eu/budget/inforeuro/.

The budget for the project must be drafted according to the funding rules of the relevant Action or sub-Action and show clearly the costs which are eligible for financing from the European Union.

Meet the delivery criteria

An original copy of the application must be delivered to the address of the body in charge of selection, the Executive Agency or a National Agency. For details regarding the bodies in charge of selection, please consult Part B of this Guide.

Applications must be delivered:

- by post, date as postmark
- by courier service, date of receipt by the courier service.

Some National Agencies may accept an application form delivered:

- in person, date as receipt
- online.

As a general rule, applications sent by fax or email will not be accepted. However, some National Agencies may accept applications sent by fax or email on condition that they are backed up by an original (signed) application delivered by the deadline.

No changes can be made after the application has been submitted. However, the Executive Agency or a National Agency may give the applicant the opportunity to rectify formal and manifest errors in the application within a reasonable deadline. In these circumstances, the Executive Agency and the National Agencies must contact the applicant in writing.

Respect the deadline

The application must be submitted for the deadline corresponding to the start date of the project.

For projects submitted to a National Agency there are five application *deadlines* per year:

Projects starting between	Application deadline
1 May and 30 September	1 February
1 July and 30 November	1 April
1 September and 31 January	1 June
1 December and 30 April	1 September
1 February and 31 July	1 November

For projects submitted to the Executive Agency there are three application deadlines a year:

Projects starting between	Application deadline
1 August and 31 December	1 February
1 December and 30 April	1 June
1 March and 31 July	1 September

Distinction between project dates and Activity dates

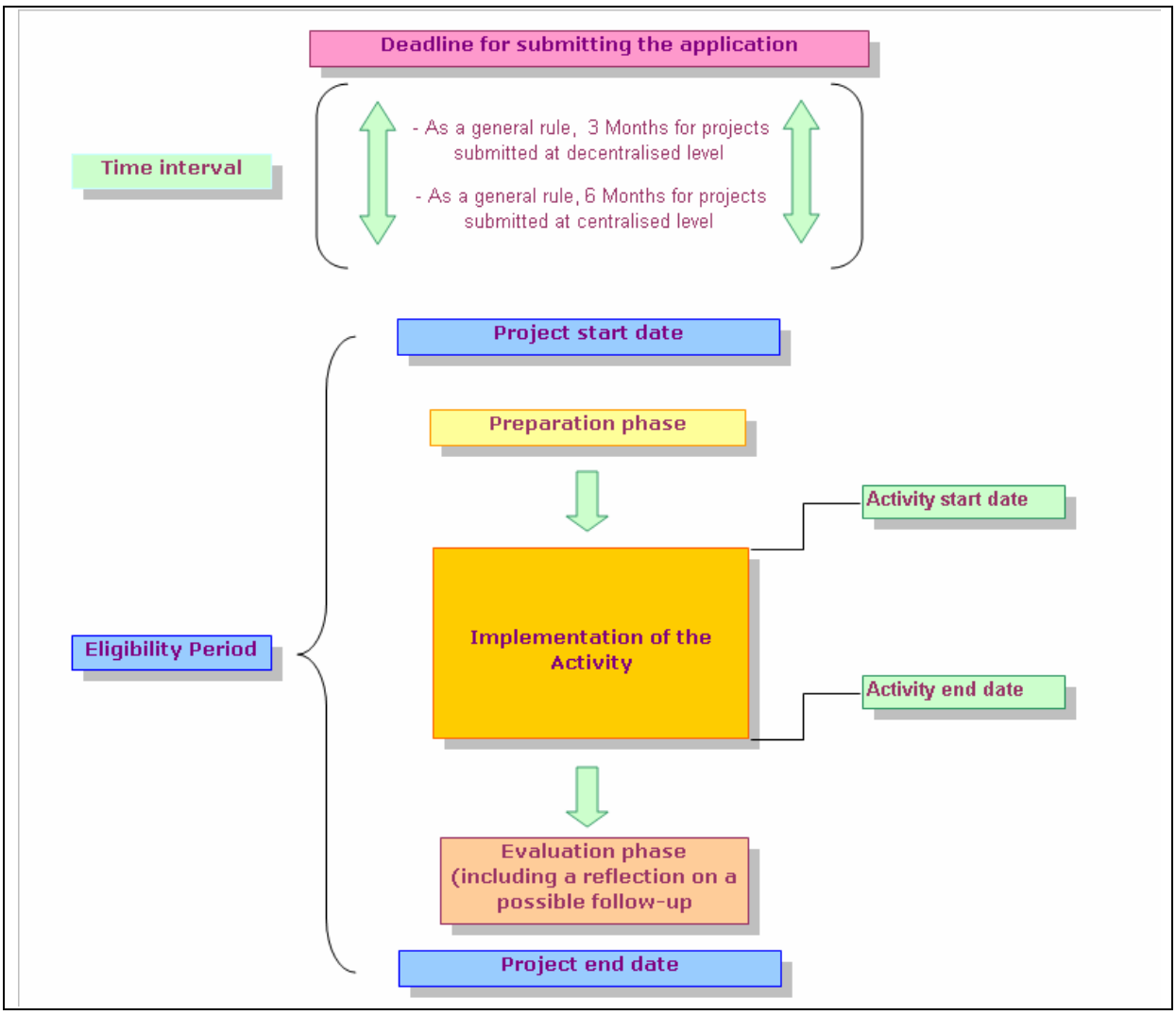
All project applications submitted under the Youth in Action Programme must indicate two set of dates: project dates and Activity dates.

Project dates
These are the date when the project starts and the date when the project ends. The interval of time between these two dates is the eligibility period; this means that the costs linked to the project must be incurred within this period. This period includes the preparation and the final evaluation (including a reflection on a possible follow-up) of the project.

Activity dates
These are the dates during which the main Activity takes place (e.g. the first and the last day of a Youth Exchange, seminars, etc.). This period excludes the preparation and final evaluation (including a reflection on a possible *follow-up*) phases of the project. Activity dates therefore fall within the project dates and should preferably not coincide with them, as costs are supposed to be incurred both prior to and after the main Activity takes place.

The *eligibility period* for costs starts on the date specified in the grant agreement, that is, the project start date. Expenditure may be authorised before the agreement is signed, if a beneficiary can demonstrate the need to start the project before the agreement is signed. The date on which expenses first become eligible may not, in any event, be earlier than the date on which the application was submitted.

Graphic: Project-cycle. Distinction between Project dates and Activity dates



2. What happens once the application is submitted?

All applications received by the Executive Agency and by the National Agencies undergo a selection procedure.

The selection procedure

The selection of applications is as follows:

- first they are checked against the eligibility criteria, the selection criteria and the exclusion criteria
- then those applications which have successfully passed these checks are assessed and ranked according to the award criteria.

If a project is to be funded under the split funding mechanism (i.e. two or more applications have been delivered to and assessed by two or three different National Agencies), there is an inter-agency consultation before the final decision is taken.

Final decision

Once the evaluation, including the verification of financial conditions, is completed, the Executive Agency or the National Agency decides on the projects to be granted funding, based on the Selection Committee's proposal and the budget available. In case of projects submitted through a split funding procedure, a final decision on the acceptance the project can be taken only if the project has been positively assessed by all the National Agencies concerned[12].

Notification of award decisions

For applications submitted to the Executive Agency:

Applicants should, in principle, be notified of the outcome of the selection procedure during the fifth month after the application deadline.

For applications submitted to a National Agency:

Applicants should, in principle, be notified of the outcome of the selection procedure during the second month after the application deadline.

All successful and unsuccessful applicants will be informed in writing. After completion of the selection procedure, the application files and accompanying material will not be sent back to the applicant, independently of the outcome of the procedure.

[12] In limited and exceptional circumstances, National Agencies may decide to apply a one sided funding procedure in order to grant projects that are normally subject to split funding procedure. Please contact the National Agency for further details.

3. What happens if your application is approved?

Grant agreement

In the event of definitive approval by the Executive Agency or by a National Agency, a grant agreement, drawn up in euros and detailing the conditions and level of funding, will be entered into between the Executive Agency/National Agency and the beneficiary.

For projects selected by the Executive Agency, it is intended that beneficiaries should receive the agreements for signature by the sixth month after the application deadline.

For projects selected by the National Agencies, it is intended that beneficiaries should receive the agreements for signature by the third month after the application deadline.

This agreement must be signed and returned to the Executive or National Agency immediately. The Executive or National Agency will be the last party to sign.

Models of grant agreements used under the Youth in Action Programme are available at the Commission's website.

Please note that the traditional grant agreement could be replaced, in the future, by a grant decision. The grant decision is a unilateral act awarding a subsidy to a beneficiary. Unlike an agreement, the beneficiary does not have to sign the decision and can start the project immediately upon receipt.

Grant amount

Acceptance of an application does not constitute an undertaking to award funding equal to the amount requested by the applicant (this funding could be reduced on the basis of the application of the specific financial rules of each Action).

The awarding of a grant does not establish an entitlement for subsequent years.

It should be noted that the grant amount foreseen by the agreement is to be considered as a maximum which cannot be increased in any circumstances. Furthermore, the amount allocated may not exceed the amount requested.

It must be possible to identify the funds transferred by the Executive Agency or the National Agency within the account or sub-account indicated by the beneficiary.

To whom is entitled the EU grant in case of one-sided funding?

Although the EU grant is transferred to the applicant (Coordinating Organisation) which, as a beneficiary, signs the grant agreement and bears the financial and administrative responsibility of the entire project, such grant is aimed at covering costs born by all promoters involved in the project. It is therefore necessary that the EU grant is shared among promoters according to the roles, tasks and activities performed within the project. In order to avoid complications within the partnership, it is strongly advised that promoters formalise their distribution of tasks, responsibilities and share of EU grant through an internal written agreement.

Eligible costs

In order to be eligible under this Programme, costs must:

- be necessary for the implementation of the project, be included in the provisional budget attached to the agreement and be consistent with the principles of sound financial management, in particular in terms of value for money and cost-effectiveness
- be incurred during the lifetime of the project as defined in the agreement
- actually be incurred by the beneficiary, be recorded in the beneficiary's accounts in accordance with applicable accounting principles and be declared in accordance with the requirements of the applicable tax and social security legislation
- be identifiable and verifiable, and be backed up by original supporting documents.

Eligible direct costs

Eligible direct costs are those costs which, with due regard for the conditions of eligibility set out above, are identifiable as specific costs directly linked to the performance of the project and which can therefore be booked to it directly.

Eligible indirect costs (administrative costs)

For certain types of project a flat rate amount not exceeding 7% of the eligible direct costs of the project, is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the project. For details of the funding rules for Actions or sub-Actions, please consult Part B of this Guide.

Indirect costs may not include costs entered under another budget heading.

Indirect costs are not eligible where the beneficiary already receives an operating grant from the budget of the European Union (for example under sub-Action 4.1 of the Youth in Action Programme).

Ineligible costs

The following costs shall not be considered eligible:

- return on capital
- debt and debt service charges
- provisions for losses or potential future liabilities
- interest owed
- doubtful debts
- exchange losses
- VAT, unless the beneficiary can show that he is unable to recover it
- costs declared by the beneficiary and covered by another action or work programme receiving an EU grant
- excessive or reckless expenditure.

Payment procedures

A) Procedure with one pre-financing instalment

Most of the projects supported under the Youth in Action Programme will be subject to a payment procedure consisting of one pre-financing payment and a final payment/recovery of the balance due, as described below:

Pre-financing payment
A pre-financing payment of 80% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and, where relevant, any appropriate guarantees are received. Pre-financing is intended to provide the beneficiary with a float.

Payment or recovery of the balance
The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted within two months following the end date of the project (official final report forms are available on the websites of the European Commission, Executive Agency and of the National Agencies).

If the eligible costs actually incurred by the beneficiary during the project are lower than those anticipated, funding may be reduced proportionally, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred under the pre-financing payments.

If the support takes the form of lump sums or scales of unit costs there is no need to determine the costs actually incurred. However, the beneficiary must be able upon request to provide documents giving evidence that the activities organised with the support of the Community funding effectively took place. For details of the funding rules for Actions or sub-Actions, please consult Part B of this Guide.

B) Procedure with two pre-financing instalments

In some cases, in order to limit the financial risk, the Executive Agency or the National Agencies will adopt a procedure consisting of two pre-financing payments and a final payment/recovery of the balance due, as described below. This procedure is applied to:

- projects submitted by informal groups of young people and requesting a grant exceeding 25 000 euros
- EVS projects lasting 6 to 24 months and requesting a grant exceeding 50 000 euros, only in cases where the volunteer(s) have not been identified at application level.

Pre-financing payment
A first pre-financing payment of 40% will be transferred to the beneficiary within 45 days of the date when the last of the two parties signs the agreement and, where relevant, any appropriate guarantees are received.

Further pre-financing payment
A second pre-financing payment of 30% will be transferred to the beneficiary within 45 days of the approval, by the Executive or National Agency, of the further pre-financing payment request advanced by the beneficiary. This second pre-financing payment may not be made until at least 70% of the previous pre-financing payment has been used up.

Payment or recovery of the balance
The amount of the final payment to be made to the beneficiary will be established on the basis of a final report to be submitted within two months following the end date of the project (official final report forms are available on the websites of the European Commission, Executive Agency and of the National Agencies).

If the eligible costs actually incurred by the beneficiary during the project are lower than those anticipated, funding may be reduced proportionally, and the beneficiary will, where applicable, be required to repay any excess amounts already transferred under the pre-financing payments.

If the support takes the form of lump sums or scales of unit costs there is no need to determine the costs actually incurred. However, the beneficiary must be able upon request to provide documents giving evidence that the activities organised with the support of the Community funding effectively took place. For details of the funding rules for Actions or sub-Actions, please consult Part B of this Guide.

Other main contractual provisions

Non retroactivity

No grant may be awarded retrospectively for projects already completed.

A grant may be awarded for a project which has already begun only where the applicant can demonstrate the need to start the project before the agreement has been signed. In such cases, expenditure eligible for financing may not have been incurred prior to the date of submission of the application.

Starting the project before signing the agreement is done at the risk of the beneficiary and does not make it more likely a grant will be awarded.

Guarantee

The Executive Agency or the National Agencies may require any beneficiary which has been awarded a grant to furnish a guarantee in advance, in order to limit the financial risks linked to the pre-financing payment.

Such a guarantee is requested in order to make the body providing surety irrevocably liable or to make it stand as a first-call guarantor of the grant-beneficiary's obligations.

The guarantee must be furnished by an approved bank or financial institution established in one of the Member States of the European Union. When the beneficiary is established in another Programme Country or in a Partner Country, the Executive or National Agency may agree that a bank or financial institution established in that country may provide the guarantee if it considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State.

The guarantee may be replaced by a third-party guarantee from one of the promoters who are parties to the same grant agreement.

The guarantee will be lifted progressively, as the pre-financing is discharged through deduction of payments of balances to the beneficiary, in accordance with the conditions laid down in the grant agreement.

Public bodies and international public-sector organisations set up by inter-governmental agreements, specialised agencies set up by such organisations, the International Committee of the Red Cross (ICRC), the International Federation of National Red Cross and Red Crescent Societies are all exempt from this provision.

Sub-contracting and award of procurement contract

Without prejudice to the application of Directive 2004/18/EC, in those cases where the implementation of the project requires sub-contracting or the award of procurement contracts, beneficiaries of grants shall award the contract to the tender offering best value for money, that is to say, to the tender offering the best price-quality ratio, while taking care to avoid any conflict of interest.

Where the implementation of the project requires the award of a procurement contract with a value of more than 60 000 euros, the National or Executive Agency may require beneficiaries to abide by special rules in addition to those referred to in the paragraph above. Those special rules shall be based on rules contained in the EC Financial Regulation and determined with due regard for the value of the contracts concerned, the relative size of the Community contribution in relation to the total cost of the project and the risk.

Information on the grants awarded

Grants awarded in the course of a financial year must be published on the website of the Commission, the Executive Agency and/or the National Agencies during the first half of the year following the closure of the financial year for which they were awarded.

The information may also be published in any other appropriate medium, including the *Official Journal of the European Union*.

The Executive Agency and the National Agencies will publish the following information (unless this information is of such a nature as to jeopardise the beneficiary's security or to prejudice its financial interests):

- name and address of the beneficiary
- purpose of the grant
- amount awarded and rate of funding.

Publicity

Apart from the measures foreseen for the visibility of the project and for the dissemination and exploitation of its results (which are award criteria), there is an obligation of minimal publicity for each granted project.

Beneficiaries must clearly acknowledge the European Union's support in all communications or publications, in whatever form or whatever medium, including the Internet, or on the occasion of activities for which the grant is used.

This must be done according to the following instructions:

Use of the Youth in Action Programme logo (as shown in the image below) accompanied by the sentence: *'This project has been funded with support from the European Commission. This publication [communication] reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.'* The font Tahoma must be used when quoting this sentence.

Translations of the logo and of the above model sentence into all official languages of the EU are available at the following address:
http://ec.europa.eu/dgs/education_culture/publ/graphics/identity_en.html

If these provisions are not fully complied with, the beneficiary's grant may be reduced.

Official logo of the Youth in Action Programme (compulsory)

Furthermore, beneficiaries are highly encouraged to complete the above compulsory graphic requirements by also using the youth thematic icon as shown below:

Youth thematic icon (highly recommended)

Further information on the use of the logo and the Youth thematic icon can be provided by the Executive Agency and by the National Agencies.

Audits and monitoring

A granted project may be subject to an audit and/or to a monitoring visit. The beneficiary will undertake, with the signature of its legal representative, to provide proof that the grant has been used correctly. The European Commission, the Executive Agency, National Agencies and/or the European Court of Auditors, or a body mandated by them, may check the use made of the grant at any time during the term of the agreement and during a period of five years following its expiry.

Data protection

All personal data contained in the grant agreement shall be processed in accordance with:

- Regulation (EC) No 45/2001 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data
- where applicable, the national legislation of the country where the application has been selected.

These data will be processed solely in connection with the implementation and evaluation of the Programme, without prejudice to the possibility of transferring such data to the bodies responsible for inspection and audit in accordance with Community legislation (internal audit services, European Court of Auditors, Financial Irregularities Panel or to the European Anti-Fraud Office).

Rules applicable

Decision No 1719/2006/EC of the European Parliament and of the Council of 15 November 2006 establishing the 'Youth in Action' Programme for the period 2007 to 2013.

Council Regulation (EC, Euratom) No 1995/2006 of 13 December 2006 amending the Financial Regulation applicable to the general budget of the European Communities No 1605/2002.

Commission Regulation (EC, Euratom) No 1248/2006 of 7 August 2006 amending Regulation No 2342/2002 laying down detailed rules for the implementation of the Financial Regulation.

ANNEX I - LIST OF CONTACT DETAILS

European Commission

Directorate-General for Education and Culture
(DG EAC)
Unit D2: Youth in Action Programme
Unit D1: Youth policies
B - 1049 Brussels

Tel: +32 2 299 11 11
Fax: +32 2 295 76 33

E-mail: eac-youthinaction@ec.europa.eu
Website: http://ec.europa.eu/youth/index_en.html

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Education, Audiovisual, and Culture Executive Agency
Unit P6: Youth
BOUR 01/01
Avenue du Bourget 1
B-1140 Brussels

Tel: +32 2 29 97824
Fax**:** +32 2 29 21330

E-mail: youth@ec.europa.eu
Website: http://eacea.cec.eu.int

European Youth Portal
A dynamic and interactive portal in 20 languages for young people

http://europa.eu/youth/

National Agencies in the Programme Countries

BĂLGARIJA National Centre "European Youth Programmes and Initiatives" 75, Vassil Levski blvd. BG - 1040 Sofia Tel.: +359-2-9300572 /+359-2-9817577 Fax: +359-2-9818360 Website: www.youthbg.info	**DEUTSCHLAND** JUGEND für Europa (JfE) Deutsche Agentur für das EU-Programm JUGEND IN AKTION Godesberger Allee 142-148 D - 53175 Bonn Tel.: +49-228/9506-220 Fax: +49-228/9506-222 Website: www.webforum-jugend.de
BELGIQUE - Communauté française Bureau International Jeunesse (BIJ) Rue du Commerce, 20-22 B - 1000 Bruxelles Tel.: +32-2-219.09.06 Fax: +32-2-218.81.08 Website: http://www.lebij.be	**EESTI** Foundation Archimedes - Euroopa Noored Eesti büroo Koidula, 13A EE - 10125 Tallin Tel.: +372-6979.220 Website: http://euroopa.noored.ee
BELGIE - Vlaamse Gemeenschap JINT v.z.w. Grétrystraat, 26 B - 1000 Brussel Tel.: +32-2-209.07.20 Fax: +32-2-209.07.49 Website: http://www.jint.be	**ELLAS** Hellenic National Agency for the EU Programme YiA and Eurodesk Institute for Youth (IY) 417, Acharnon Street GR - 111 43 Athens Tel.: +30-210.25.99.360 Fax: +30-210.25.31.879 e-mails: youth@neagenia.gr eurodesk@neagenia.gr Website: http://www.neagenia.gr
BELGIEN - Deutschsprachigen Gemeinschaft Jugendbüro der Deutschsprachigen Gemeinschaft Quartum Center Hütte, 79/16 B - 4700 Eupen Tel.: +32-(0)87-56.09.79 Fax: +32-(0)87.56.09.44 Website: www.jugendbuero.be	**ESPAÑA** Agencia Nacional Española C/ José Ortega y Gasset, 71 E - 28.006 Madrid Tel.: +34-91-363.76.06/+34-91-363.75.64 Fax: +34-91-363.75.65 Website: http://www.injuve.mtas.es
ČESKÁ REPUBLIKA Czech National Agency Youth Na Poříčí 12 CZ - 110 00 Praha 1 Tel.: +420 224 872 280 Fax: +420 224 872 280 Website: www.mladezvakci.cz	**FRANCE** Agence Française du Programme Européen Jeunesse en Action (AFPEJA) Institut National de la Jeunesse et de l'Education Populaire (INJEP) 11, rue Paul Leplat F - 78160 Marly-le Roi Tel.: +33-1-39.17.27.70 Fax: +33-1.39.17.27.57 Website : www.jeunesseenaction.fr
DANMARK CIRIUS Fiolstraede, 44 DK - 1171 Copenhagen K Tel.: +45-33-95.70.00 Fax: +45-33-95.70.01 Website: http://www.ciriusonline.dk	**ICELAND** Evrópa Unga Fólksins Laugavegi, 170-172 IS - Reykjavík 105 Tel.: +354-551.93.00 Fax: +354-551.93.93 Website: http://www.euf.is

IRELAND-ÉIRE Léargas 189, Parnell St. IRL - Dublin 1 Tel.: +353-1-873.1411 Fax: +353-1-873.1316 Website: www.leargas.ie/youth	**LUXEMBOURG** Service National de la Jeunesse 26, place de la Gare LU - 1616 Luxembourg Tel.: +352-478.64.77 Website: www.snj.lu
ITALIA Agenzia nazionale per i giovani Via Fornovo, 8 I - 00192 Roma Tel.: +39-06-3675.44.33 Fax: +39-06-3675.45.27 Website: www.gioventu.it	**MAGYARORSZÁG** National Office for Employment and Social Affairs - Mobilitás National Youth Service - Youth in Action Programme Office. Szemere utca 7 HU - 1054 Budapest, HU - 1525 Budapest, Postbox. 20 Tel.: +36-1-374.9060 Fax: +36-1-374.9070 Website: www.mobilitas.hu
KYPROS Youth in Action National Agency Youth Board of Cyprus 6 Evgenias & Antoniou Theodotou 1060 Nicosia P.O.Box 20282 CY - 2150 Nicosia Tel.: +357-22-40.26.20/16 Fax: +357-22-40.26.53 Website: www.youth.org.cy e-mail: info@youth.org.cy	**MALTA** EUPU - European Union Programmes Unit 36, Old Mint Street MT - Valletta VLT12 Tel.: +356-21.255.087/255.663 Fax: +356-255.86.139 Website: http://www.youthmalta.org
LATVIJA State Agency "Agency for International Programs for Youth" Teatra Str.3 LV - 1050 Riga Tel.: +371-6721.32.02 Fax: +371-6735.80.67 Website: www.jaunatne.gov.lv	**NEDERLAND** Nederlands Jeugd Instituut (NJi) Catharijnesingel, 47 Postbus 19221 NL - 3501 DE Utrecht Tel.: +31-30.230.65.50 Fax: +31-30.230.65.40 Website: www.youthinaction.nl
LIECHTENSTEIN Aha - Tipps & Infos für junge Leute Bahnhof Postfach 356 FL - 9494 Schaan Tel.: +423-232.48.24 Fax: +423-232.93.63 Website: http://www.aha.li	**NORGE** BUFDIR - Barne-, ungdoms- og familiedirektoratet Universitetsgaten 7, 6th floor P.O.Box 8113 Dep. NO - 0032 Oslo Tel.: +47-24.04.40.00 Fax: +47-24.04.40.01 Website: www.aktivungdom.eu
LIETUVA Agency of International Youth Cooperation Pylimo, 9-7 LT - 01118 Vilnius Tel.: +370-5-249.70.03 Fax: +370-5-249.70.05 Website: http://www.jtba.lt	**ÖSTERREICH** Interkulturelles Zentrum Österreichische Nationalagentur "Jugend in Aktion" Bacherplatz, 10 A - 1050 Wien Tel.: +43-1-586.75.44-16 Fax: +43-1-586.75.44-9 Website: www.iz.or.at
POLSKA Fundacja Rozwoju Systemu Edukacji Polska Narodowa Agencja Programu "Młodzież w działaniu" ul. Mokotowska 43 PL - 00-551 Warsaw Tel.: +48-22-622.37.06 Fax: +48-22-622.37.08 www.mlodziez.org.pl	**SUOMI - FINLAND** Centre for International Mobility (CIMO) Youth in Action Programme P.O. Box 343 (Säästöpankinranta 2A) FI - 00531 Helsinki Tel.: +358-207.868.500 Fax: +358-207.868.601 E-mail: nuoriso@cimo.fi Website: http://www.cimo.fi/youth-in-action

PORTUGAL Agência Nacional para a Gestão do Programa Juventude em Acção Rua de Santa Margarida, n.º 6 4710-306 Braga - Portugal Tel: (351) 253 204 260 Fax: (351) 253 204 269 E-mail: geral@juventude.pt Website: http://www.juventude.pt	**ROMANIA** National Agency for Community Programmes in the Field of Education and Vocational Training. Calea Serban Voda, no. 133, 3-rd floor RO - 040205 Bucharest Tel.: +40-21-201.07.00 Fax: +40-21-312.16.82 Website: www.anpcdefp.ro
SVERIGE Ungdomsstyrelsen/National Board for Youth Affairs Magnus Ladulåsgatan, 63A Box 17 801 SE - 118 94 Stockholm Tel.: +46-8-566.219.00 Fax: +46-8-566.219.98 Website: http://www.ungdomsstyrelsen.se	**SLOVENIJA** Zavod MOVIT NA MLADINA Dunajska cesta, 22 SI - 1000 Ljubljana Tel.: +386-(0)1-430.47.47 Fax: 386-(0)1-430.47.49 E-mail: info@mva.si Website: www.mva.si
SLOVENSKÁ REPUBLIKA IUVENTA - Národná Agentúra Mládež v akcii Búdková 2 SK - 811 04 Bratislava Tel.: +421-2-59.296.301 Fax: +421-2-544.11.421 Website: http://www.mladezvakcii.sk	**TÛRKIYE** The Centre for EU Education and Youth Programmes Huseyin Rahmi Sokak N° 2 Cankaya TR - 06680 Ankara Tel.: +90-312.4096000 Fax: +90-312.4096009 Website: http://www.ua.gov.tr
UNITED KINGDOM Connect Youth Education, Science and Society British Council 10, Spring Gardens UK - SW1 2BN London Tel.: +44-207.389.4753/207.389.4030 Fax: +44-207.389.4033 Website: http://www.britishcouncil.org/connectyouth.htm	

SALTO Resource Centres and Euro-Med Platform

SALTO TRAINING AND COOPERATION RESOURCE CENTRE c/o JUGEND für Europa- Deutsche Agentur für das EU-Programm JUGEND IN AKTION Godesberger Allee 142-148 D - 53175 BONN Tel.: +49-228-950.62.71 Fax: +49-228-950.62.22 E-mail: trainingandcooperation@salto-youth.net Website : http://www.salto-youth.net/trainingandcooperation	**SALTO SOUTH EAST EUROPE RESOURCE CENTRE - SLOVENIA** MOVIT NA MLADINA Dunajska, 22 SI - 1000 Ljubljana Tel.: +386-1-430.47.47 Fax: +386-1-430.47.49 E-mail: see@salto-youth.net Website: http://www.salto-youth.net/see/
SALTO INCLUSION RESOURCE CENTRE JINT v.z.w. Grétrystraat 26 B - 1000 Brussel Tel.: +32-2-209.07.20 Fax: +32-2-209.07.49 E-mail: inclusion@salto-youth.net Website : http://www.salto-youth.net/inclusion/	**SALTO EASTERN EUROPE & CAUCASUS RESOURCE CENTRE - POLAND** Polish National Agency of the Youth in Action Programme Foundation for the Development of the Education System ul. Mokotowska 43 PL - 00-551 Warsawa Tel.: +48-22-622.37.06/+48-22-621.62.67 Fax: +48-22-622.37.08/ +48-22-621.62.67 E-mail: eeca@salto-youth.net Website: http://www.salto-youth.net/eeca/
SALTO CULTURAL DIVERSITY RESOURCE CENTRE - UNITED KINGDOM Connect Youth International The British Council 10, Spring Gardens UK - SW1A 2BN London Tel.: +44-(0)-20.7389.40.28 Fax: +44-(0)-20.7389.40.30 E-mail: diversity@salto-youth.net Website: http://www.salto-youth.net/diversity/	**SALTO PARTICIPATION RESOURCE CENTRE** Bureau International de la Jeunesse (BIJ) Rue du commerce, 20-22 B - 1000 Bruxelles Tel.: +32-2-219.09.06 Fax: +32-2-548.38.89 E-mail: participation@salto-youth.net Website : http://www.salto-youth.net/participation
SALTO INFORMATION RESOURCE CENTRE - Ungdomsstyrelsen/National Board for Youth Affairs Magnus Ladulåsgatan, 63A Box 17 801 SE- 118 94 Stockholm Tel.: +46-8-566.219.00 Fax: +46-8-566.219.98 **and** National Office for Employment and Social Affairs - Mobilitás National Youth Service - Youth in Action Programme Office. Szemere utca 7 HU - 1054 Budapest, HU - 1525 Budapest Postbox. 20 Tel.: +36-1-374.9060 Fax: +36-1-374.9070 Website: www.mobilitas.hu	**SALTO EUROMED RESOURCE CENTRE** INJEP - Programme Jeunesse Parc du Val Flory - 11 rue Paul Leplat F - 78160 Marly-le-Roi Tel.: +33-1-.39.17 -2594/-2555/-2755 Fax: +33-1-39.17.27. 57 E-mail: euromed@salto-youth.net Website : http://www.salto-youth.net/euromed/
EURO-MEDITERRANEAN YOUTH PLATFORM European Union Programmes Agency 36 Old Mint Street, Valletta VLT 1514, Malta Telephone: +356 25586149 Facsimile: +356 25586139 Email: info@euromedp.org	

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European Knowledge Centre: www.youth-knowledge.net

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ANNEX II - GLOSSARY OF KEY-TERMS

This glossary provides you with a list of key terms used throughout this Programme Guide; these terms are displayed in *italic* character in the text.

- **Action / sub-Action:** generic term used for the designation of a strand of the Programme (called 'Action' in the Annex to the Decision establishing the Programme - example: Action 2 EVS) or of a subdivision within such a strand (called 'Measure' in the Annex to the Decision establishing the Programme - example: Measure 1.1 Youth Exchanges).

- **Activity**: set of activities to be organised within the project to produce results; the implementation of the Activity is a core phase of the project; it is preceded by the planning and preparation phase and is followed by the evaluation phase (including the reflection on a possible follow-up).

- **Activity programme**: graphic representation similar to a bar chart, setting out the timing, the main events/topics, and duration of a project Activity. In the case of an Activity consisting of a sequence of activities, the Activity programme does not necessarily detail events/topics on a daily basis; it rather provides a general weekly or monthly time-table of the Activity.

- **Accreditation**: process that ensures that promoters wishing to participate in an EVS project comply with the pre-set quality standards of Action 2. In order to be accredited, promoters must fill-in and submit an 'Expression of Interest' form, which mainly contains the general motivations and ideas of the promoter regarding the EVS activities. For further information, please consult Part B - Action 2.

- **Advance Planning Visit**: visit to the Host Organisation carried out during the planning or early preparatory phase of the project. Such visit aims at ensuring that all the conditions determining the successful development of the project are taken into consideration.

- **Application form**: in order to be co-financed through the Youth in Action Programme, promoters have to fill in and submit an official application form specially designed for this purpose. Forms can be downloaded on the Commission's website: http://ec.europa.eu/youth/yia/forms/forms_yia_en.html.

- **Applicant**: promoter who submits a project in order to get a grant. The applicant either 1) applies in order to receive a grant covering only the activities it is responsible for (consult the definition of 'split funding'), or 2) applies for the whole project on behalf of all promoters (consult the definition of 'one sided funding').

- **Application deadline**: date by which the application form has to be submitted to the National or Executive Agency.

- **Award criteria**: criteria against which the Executive or National Agency assesses the quality of those projects that have successfully passed the check of the eligibility, exclusion and selection requirements. For further information, please consult Part C - section 'What do you have to do in order to submit a Youth in Action project?'.

B

- **Beneficiary**: if the project is selected, the applicant becomes beneficiary of the Youth in Action Programme, signs the grant agreement, receives a financial grant for the project and assumes the responsibilities for its implementation.

- **Body active at European level in the youth field (ENGO)**: European Non Governmental Organisation which pursues a goal of general European interest and whose activities are aimed at young people's participation in public life and in society and the development of European cooperation activities in the youth field. Its structure and activities must cover at least 8 Programme Countries. For further information, please consult Part A - section 'Who can participate in the Youth in Action Programme?'.

C

- **Coach**: please consult Part B - Action 1.2.

- **Co-financing:** the co-financing principle implies that part of the costs of a project supported by the EU must be borne by the beneficiary, or by contributions other than the EU grant. For further information, please consult Part C of this Guide.

- **Contractual obligations**: obligations that must be respected by a beneficiary in virtue of the signature of a grant agreement.

- **Coordinating Organisation (CO)**: promoter carrying out at least the following tasks: 1) bearing the financial and administrative responsibility for the entire project vis-à-vis the National or Executive Agency, 2) coordinating the project in cooperation with the partner promoters, and 3) distributing the EU grant between the promoters according to their roles within the project. The Coordinating Organisation assumes the role of 'applicant' in case of projects supported through one-sided funding.

D

- **Dissemination and exploitation of results**: set of activities aiming at producing a wider impact through a project. Dissemination and exploitation of results are an important feature of the Programme; for further information, please consult Part A - section 'What are the objectives, priorities and the important features of the Youth in Action Programme?'.

- **Duration of Activity**: please consult Part C - 'What do you have to do in order to submit a Youth in Action project?'.

- **Duration of project**: period which includes the preparation phase, the implementation of the Activity and the evaluation phase (including reflection on a possible follow-up). For further information, please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

E

- **Eastern Europe and Caucasus**: Neighbouring Partner Countries of the Youth in Action Programme; please consult table in part A - section 'Who can participate in the Youth in Action Programme?'

- **Education, Audiovisual and Culture Executive Agency (also known as the Executive Agency)**: based in Brussels, this Agency is responsible for the implementation of the Actions and sub-Actions of the Youth in Action Programme managed at centralised level. For further information, please consult Part A - section 'Who implements the Youth in Action Programme?'.

- **Eligibility criteria**: criteria relating to the conditions a project must fulfil, regarding in particular its target group, its venue, its duration and its content. If the project does not meet these criteria, it will be rejected without being further evaluated. For further information, please consult Part C - section 'What do you have to do in order to submit a Youth in Action project?'

- **Eligibility period**: interval of time which corresponds to the 'project duration'. Selected projects must neither start earlier than the project start date nor finish later than the project end date. Eligible costs must be incurred within this period. For further information, please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Eligible costs**: please consult Part C - section 'What happens if your application is approved?'

- **Eurodesk Network**: network of relays providing information relevant to young people and those who work with them on European opportunities in the education, training and youth fields, and on the involvement of young people in European activities. For further information, please consult part A - section 'Who implements the Youth in Action Programme?'.

- **Euro-Med Youth Programme**: regional Programme set up within the framework of the third chapter of the Barcelona Process and managed by the Commission's EuropeAid Co-operation Office. More information is available on the Commission's website: www.euromedyouth.net.

- **Europass**: a single portfolio enabling citizens to provide proof of their qualifications and skills clearly and easily anywhere in Europe. It comprises documents designed at European level to improve the transparency of qualifications. Its aim is to facilitate mobility for all those wishing to work or receive training anywhere in Europe. More information is available on the Commission's website: http://ec.europa.eu/education/programmes/europass/index_en.html.

- **European dimension**: a priority of the Youth in Action Programme. The European dimension should be reflected in all projects supported by the Programme. For further information, please consult Part A and Part B - all Actions.

- **EFTA/EEA countries**: the three Programme countries which are members of the European Free Trade Association (EFTA) and of the European Economic Area (EEA): Iceland, Liechtenstein and Norway; please consult table in part A - section 'Who can participate in the Youth in Action Programme?'.

- **ENGO**: please consult the definition of 'body active at the European level in the youth field'.

- **EVS Activity**: core part of the EVS project composed of the Service, the EVS Training and Evaluation cycle and the different kinds of support provided by the promoters for the volunteer(s). For further information, please consult Part B - Action 2.

- **EVS Activity Agreement**: internal agreement among EVS promoters and volunteer(s) formalising their distribution of tasks, responsibilities and the share of the EVS grant. For further information, please consult Part B - Action 2.

- **EVS Charter**: Commission's document highlighting the roles of each promoter in an EVS project, as well as the main principles and quality standards of EVS. For further information, please consult Part B - Action 2.

- **European Youth Pact**: political instrument which brings a more unified and coherent approach to youth matters within the Lisbon strategy. In March 2005 the European Council concluded that young people should benefit from a set of policies and measures fully integrated in the revised Lisbon Strategy, and adopted a Pact comprising three strands: employment, integration and social advancement; education, training and mobility; reconciliation of family life and working life. The relevant actions in these areas are to be drawn up in particular in the European Employment Strategy, the Social Inclusion Strategy, and also the Education and Training 2010 Work Programme. For further information, please consult the Commission's website: http://ec.europa.eu/youth/policies/youthpact_en.html

- **Exclusion criteria**: situations which prevent an applicant from receiving a EU grant. For further information, please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Expression of Interest (EI)**: please consult the definition of 'accreditation'.

F

- **Final report**: form which has to be filled signed and sent to the National or Executive Agency within two months following the end date of the project in order to describe how the project has actually been implemented, and to account for the actual financial aspects (cost actually incurred and income). Forms can be downloaded on the Commission's website: http://ec.europa.eu/youth/yia/forms/forms_yia_en.html.

- **Flat rate**: please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Follow-up**: set of activities/projects carried out after the project is finished in order to keep project's results alive and sustainable and to increase its impact.

- **Framework for European cooperation in the youth field:** set of instruments that define the mechanisms of cooperation in the youth field at European level. The Framework for European cooperation in the field of youth was established by the Council of Ministers in its Resolution of 27 June 2002, subsequently amended by a Resolution of the Council of November 2005. The Framework for European cooperation in the field of youth now comprises three strands: young people's active citizenship (Open Method of Coordination); the European Pact for youth; including a youth dimension in other policies. For further information, please consult the Commission's website: http://ec.europa.eu/youth/policies/policies_en.html.

G

- **Good practice**: exemplary project which has positively influenced practices throughout its activities, methods and results. Consequently, promoters should exchange, disseminate and exploit it in different contexts and environments.

- **Grant agreement**: legal form through which the beneficiary commits itself to achieve a selected project and the Agency commits itself to give the grant. This agreement details the conditions and level of funding that will govern the use of the EU fund. For further information, please consult Part C - section 'What happens if your application is approved?'.

- **Granted project**: project selected by the Executive or National Agency and for which the beneficiary receives a grant financed by the Programme.

- **Group leader**: for a definition, please consult Part B - section Action 1.1.

H

- **Host Organisation (HO)**: promoter hosting the Activity/Service of a Youth in Action project.

I

- **Impact**: effect that a project and its results have on various systems and practices. For further information, please consult part B - all Actions.

- **Ineligible costs**: please consult Part C - section 'What happens if your application is approved?'.

- **Informal group of young people**: group of young people which does not have legal personality under the applicable national law, provided that their representatives have the capacity to undertake legal obligations on their behalf.

L

- **Legally established**: organisation or body fulfilling certain national conditions (registration, statement, publication, etc.) that allow them to be formally recognized by their national authority. In case of an informal group of young people, the legal residence of its legal representative is considered as having the equivalent effects for the purposes of eligibility to a Youth in Action grant.

- **Legally resident**: someone recognized by the national laws of her/his country as legal resident.

- **Legally established**: please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Lump sum**: please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

M

- **Mediterranean Partner Countries**: Neighbouring Partner Countries of the Youth in Action Programme; please consult table in part A - section 'Who can participate in the Youth in Action Programme?'.

- **Methodology**: variety of non-formal education methods, set of procedures and techniques which may be applied in order to address different needs of participants and desired outcomes. For further information, please consult part B - all Actions.

- **Multiplier**: person producing a multiplying effect of the project in which s/he has been (directly or indirectly) involved by spreading the information about the project in order to increase its impact. For further information, please consult Part B - all Action.

N

- **National Agencies (NAs)**: structures established by the National Authorities in each Programme Country in order to manage and implement the Youth in Action Programme at decentralised level. For further information, please consult Part A - section 'Who implements the Youth in Action Programme?'.

- **National group**: group of participants coming from the same country.

- **Neighbouring Partner Countries**: please consult table in part A - section 'Who can participate in the Youth in Action Programme?'.

O

- **Open Method of Coordination**: intergovernmental method providing a framework for cooperation between the Member States, whose national policies can thus be directed towards certain common objectives. Besides Youth, the OMC takes place in many policy areas, such as employment, social protection, social inclusion, education and training.

- **One-sided funding**: form of financing applied to one single promoter who submitted an application for the whole project on behalf of all the promoters. If the project is granted, the applicant will be the beneficiary of a single grant agreement. For further information, please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Other Partner Countries of the World**: please consult table in part A - section 'Who can participate in the Youth in Action Programme?'.

P

- **Partner Countries**: countries which can be involved in the Programme but which are not 'Programme Countries'. They include the Neighbouring Partner Countries ('South-East Europe', 'Eastern Europe and Caucasus' and 'Mediterranean Partner Countries') and 'Other Partner Countries of the World'. The list of these countries can be consulted in part A - section 'Who can participate in the Youth in Action Programme?'.

- **Partner group**: in the frame of the sub-Action 1.1, a partner group is a national group of participants who participates in a Youth Exchange as the host or one of the sending groups.

- **Partner**: promoter participating (but not applying) in a project based on a partnership.

- **Partnership**: relationship of different promoters involved in the carrying out of a project. This close cooperation implies financial and operational responsibilities for all partners: definition of roles, repartition of tasks and activities and - in case of one-sided funding - share of the EU grant.

- **Percentage of actual costs**: please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Planning and preparation**: first phase of a project. The purpose of this phase is to define organisational aspects, logistics, contents and methods in view to implement the Activity.

- **Priorities**: please consult Part A - section 'What are the objectives, priorities and the important features of the Youth in Action Programme?'.

- **Programme Countries**: please consult table in part A - section 'Who can participate in the Youth in Action Programme?'.

- **Project duration**: period which includes the preparation phase, the implementation of the Activity and the evaluation phase (including reflection on a possible follow-up). For further information, please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Promoter**: any organisation, body or group of young people involved in the implementation of a Youth in Action project. Depending on its role in the project, a promoter can be a partner, an applicant and a beneficiary. Please consul the definitions of this terms in this glossary.

- **Project proposal**: description of a project detailed in an application form and submitted for a grant to the Executive or National Agency.

- **Protection and safety**: principles referring to preventive measures which aim at avoiding any potential dangerous situations and assuring the security of young people (especially minors) involved in a Youth in Action project. Protection and safety measures are an important feature of the Programme; for further information, please consult Part A - section 'What are the objectives, priorities and the important features of the Youth in Action Programme?'.

S

- **SALTO Youth Resource Centre**: structure established within the Youth in Action Programme with the aim to provide training and information on a specific thematic or regional area. For further information, please consult 'The SALTO Youth Resource Centres' in Part A.

- **Scale of unit costs**: please consult part C - section 'What do you have to do in order to submit a Youth in Action project?'.

- **Selection criteria**: criteria enabling the Executive or National Agency to assess the applicant's financial and operational capacity to complete the proposed project. For further information, please consult part C - section 'What do you have to do to submit a Youth in Action project?'.

- **Sending Organisation (SO)**: promoter sending a (group of) participant(s) enabling them to take part in an Activity/Service abroad.

- **South East Europe**: please consult table in part A - section 'Who can participate in the Youth in Action Programme?'.

- **Split funding**: form of financing applied to all the promoters who submitted separately to their respective National Agency an application related to their part of the project. If all the applications are selected, each applicant will be the beneficiary of a grant agreement. For further information, please consult part C - 'What do you have to do in order to submit a Youth in Action project?'.

- **Structured Dialogue**: instrument to improve communication between young people and European policy-makers. It is structured in terms of themes and timing. For further information, please consult the Commission's website: http://ec.europa.eu/youth/policies/structured_en.html.

T

- **EVS Training and Evaluation Cycle:** compulsory trainings and evaluations preparing and helping the volunteers before, during and after their Service. For further information, part B - Action 2.

Y

- **Young people with fewer opportunities**: youngsters facing some obstacles that prevent them from having effective access to education, mobility and fair inclusion in society. For further information, please consult Part A - section 'What are the objectives, priorities and the important features of the Youth in Action Programme?'.

- **Youthpass**: recognition strategy enabling participants of the Youth in Action Programme to receive a certificate describing and validating their non-formal learning experience. For further information, please consult Part A - section 'What are the objectives, priorities and the important features of the Youth in Action Programme?'.

ANNEX III - USEFUL REFERENCES

1. European citizenship		
Title	**Author**	**Link**
European Citizenship TCs	SALTO-Youth Resource Centres	http://www.salto-youth.net/EuropeanCitizenship/
Training courses on European Citizenship offered by the 'Partnership'	Partnership between the European Commission and the Council of Europe in the youth field	http://www.youth-partnership.net/INTEGRATION/TY/TCourses/2007.html
2. Participation of young people		
Title	**Author**	**Link**
Participation	SALTO-Youth Participation Resource Centre	http://www.salto-youth.net/participation/
3. Cultural Diversity		
Title	**Author**	**Link**
Practical manuals and resources on cultural diversity	SALTO-Youth Cultural Diversity Resource Centre	http://www.salto-youth.net/diversityresources/
Practical manuals and resources on cultural diversity	SALTO-Youth Cultural Diversity Resource Centre	http://www.salto-youth.net/diversityresources/
4. Inclusion		
Title	**Author**	**Link**
Inclusion Strategy of the Youth in Action Programme	European Commission	http://ec.europa.eu/youth
Practical manuals to support Inclusion Projects	SALTO-Youth Inclusion Resource Centre	http://www.salto-youth.net/InclusionForALL/
Report of the Inclusion Forum 2006	SALTO-Youth Inclusion Resource Centre	http://www.salto-youth.net/download/1154/SaltoInclusionForumA4.pdf
5. Non-formal learning		
Title	**Author**	**Link**
Youthpass: Recognition of Non-formal learning	SALTO-Youth Training & Cooperation Resource Centre	http://www.salto-youth.net/youthpass/
6. Youthpass/Europass		
Title	**Author**	**Link**
Youthpass homepage	European Commission	http://www.youthpass.eu
Europass homepage	CEDEFOP	http://europass.cedefop.europa.eu/europass/preview.action
7. Dissemination and exploitation of results		
Title	**Author**	**Link**
Dissemination and exploitation webpage on Europa server	European Commission	http://ec.europa.eu/dgs/education_culture/valorisation/index_en.html
Making waves booklet	SALTO-Youth Inclusion Resource Centre	http://www.salto-youth.net/makingwaves/
Final report of VIVA seminar	French National Agency	http://www.injep.fr/Rapports-sur-d-autres-thematiques.html

8. Gender Equality		
Title	**Author**	**Link**
Compendium of projects dealing with 'Equal opportunities between men and women' under the YOUTH Programme	European Commission	http://ec.europa.eu/dgs/education_culture/ega/youth_ega_2000-20031.pdf
Gender Equality - DG Employment, Social Affairs & Equal Opportunities	European Commission	http://ec.europa.eu/employment_social/gender_equality/index_en.html
DAPHNE II: EU Programme to combat violence against children, young people and women	European Commission	http://ec.europa.eu/justice_home/funding/2004_2007/daphne/funding_daphne_en.htm
Gender-Based Violence, a field guide, by Save the Children	Save the Children	http://www.savethechildren.org/publications/technical-resources/emergencies-protection/Gender_Based_Violence_Final.pdf
UNIFEM: working for women's empowerment and gender equality	United Nations Development Fund for Women	http://www.unifem.org/
9. Protection and safety of young persons		
Title	**Author**	**Link**
Guidelines for Good Practice	Irish National Agency	*English version of Guidelines for Good Practice:* http://www.leargas.ie/youth/publications.html *Other linguistic versions:* http://ec.europa.eu/youth
Country Guide (Risk and Young Person Protection in the European Union)	Irish National Agency in collaboration with all National Agencies	http://ec.europa.eu/youth
Code of Good Practice Child Protection for The Youth Work Sector	Department of Education and Science, Ireland	http://www.childprotection.ie/CPYWS_Web/index.html
Report on Risk and Young person Protection European seminar	European seminar 27-30 June 2006 Malahide, Dublin Ireland	http://ec.europa.eu/youth
10. Trainings		
Title	**Author**	**Link**
Training Kits (T-Kits)	Partnership between the European Commission and the Council of Europe in the field of youth	http://www.youth-partnership.net/INTEGRATION/TY/Publications/T_Kits.html
Good practices in Training	SALTO-Youth Resource Centres	http://www.salto-youth.net/goodpractices/
European Training Calendar	SALTO-Youth Resource Centres	http://www.salto-youth.net/training/
Toolbox for Training	SALTO-Youth Resource Centres	http://www.salto-youth.net/toolbox/
TOY - Trainers Online for Youth	SALTO-Youth Resource Centres	http://www.salto-youth.net/toy/
Information about Training tools and sessions offered by the 'Partnership'	Partnership between the European Commission and the Council of Europe in the youth field	http://www.youth-partnership.net/INTEGRATION/TY/Intro/index.html
11. Intercultural dialogue		
Title	**Author**	**Link**
European Year of Intercultural Dialogue	European Commission	http://ec.europa.eu/culture/portal/events/current/dialogue2008_en.htm

12. Youth knowledge		
Title	**Author**	**Link**
European Knowledge Centre for Youth Policy	Partnership between the European Commission and the Council of Europe in the youth field	http://www.youth-partnership.net/INTEGRATION/EKC/Intro/index.html
13. International cooperation		
Title	**Author**	**Link**
SALTO-Youth EECA RC web site	SALTO-Youth EECA Resource Centre	http://www.salto-youth.net/eeca/
SALTO-Youth SEE RC web site	SALTO-Youth SEE Resource Centre	http://www.salto-youth.net/see/
SALTO-Youth EuroMed RC web site	SALTO-Youth EuroMed Resource Centre	http://www.salto-youth.net/euromed/
COM-CoE Youth Partnership Portal	Portal of the Partnership between the European Commission and the Council of Europe	http://www.youth-partnership.net/INTEGRATION/Overall_Portal/Intro/index.html

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